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DESCRIPTORS Abbreviations; *Employment Programs; *Federal Programs; Glossaries; *Program Descriptions; *Vocabulary

ABSTRACT

The official source of definitions for all the major Employment and Training Administration (ETA) programs, this glossary provides a ready reference and an up-to-date list of ETA program terms and definitions contained in laws, federal regulations, and ETA issuances used by sponsors and various ETA service offices on a daily basis; and identifies terms and definitions which are different for various ETA programs. The programs covered include those activities administered by the Bureau of Apprenticeship and Training (BAT), the Comprehensive Employment and Training Act (CETA), the Job Corps (JC), the United States Employment Services (ES), the Unemployment Insurance Service (UI), the Work Incentive Program (WIN), the Food Stamp Work Registration Program (FS), and ETA's Office of Policy, Evaluation and Research (OPER). The glossary contains the following sections: a description of major ETA programs; a partial list of abbreviations and acronyms; a list of conflicts in terms and definitions as used in ETA programs; and an alphabetical listing of program terms and their definitions. (FM)

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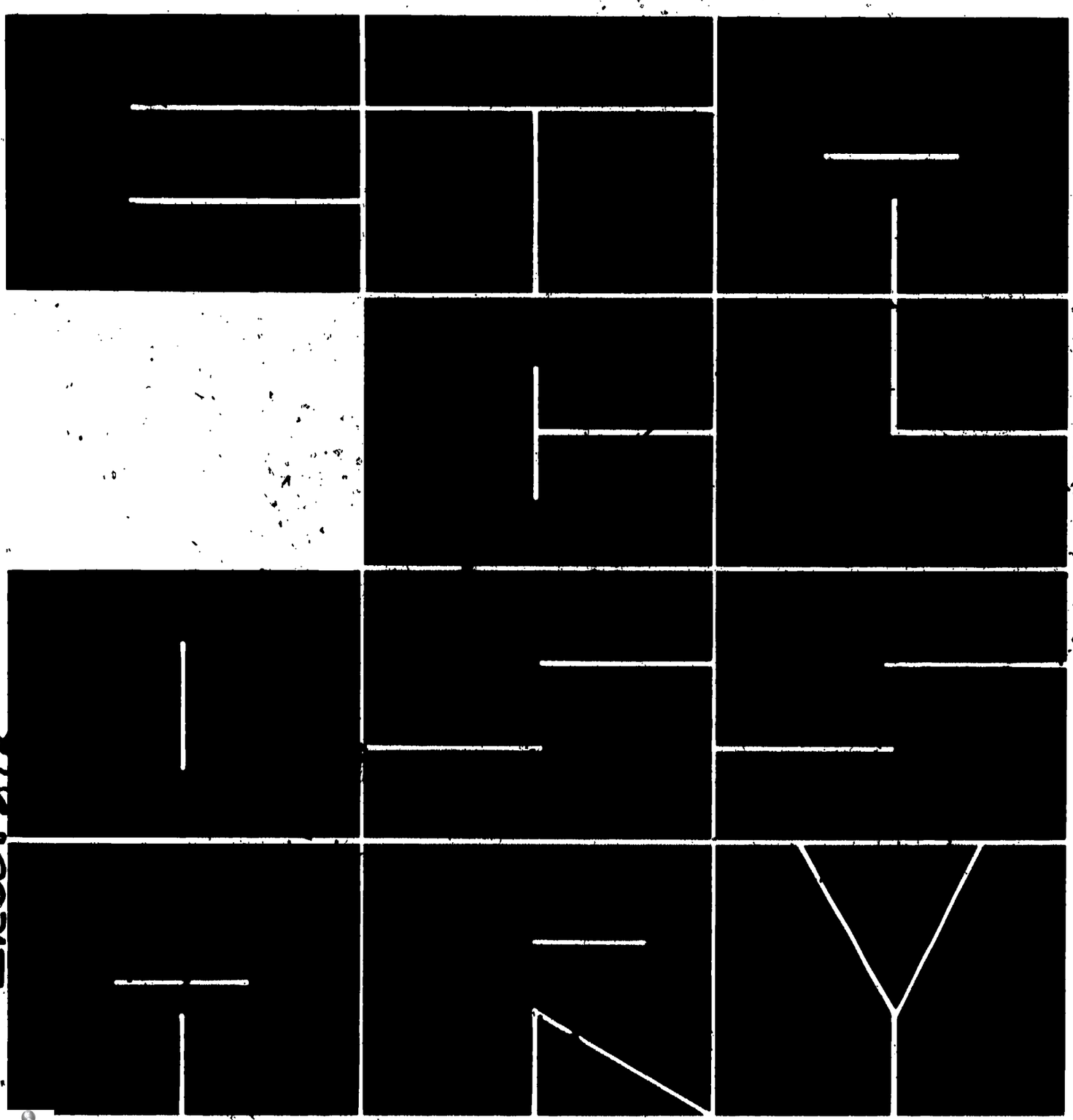
Employment and Training Administration (ETA) Glossary of Program Terms and Definitions

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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DIRECTIVE: ET HANDBOOK NO. 373

TO : ALL NATIONAL AND REGIONAL OFFICES, STATE EMPLOYMENT SECURITY AGENCIES, AND STATE BAT AND SAC DIRECTORS

FROM : LAWRENCE E. WEATHERFORD, JR.
Deputy Assistant Secretary for
Employment and Training

SUBJECT : ETA Glossary of Program Terms and Definitions, Second Edition
ETA Glossary Issuance No. 2

1. Content. The second edition of the ETA Glossary of Program Terms and Definitions contains extensive revisions to ES, CETA, Youth, and UI definitions. Most of these changes result from the CETA re-authorization and new CETA Regulations which became effective April 3, 1979.

ES definitions of "Economically Disadvantated," "Family," and "Family Income" are revised to conform with new CETA definitions. As a result ETO 9-78 is no longer effective and will be rescinded by the next ETO checklist.

Chapter IV of the ESARS Handbook (ET Handbook No. 309) will be updated to reflect these changes.

2. Changes in the Glossary

a. Added Terms and Definitions

Academic Credit -- CETA
Alternative Working Arrangements -- CETA
Annual Plan -- CETA
Architectural Barriers -- CETA
Artificial Barriers to Employment -- CETA
Contract
Displaced Homemaker -- CETA
Employment and Training Services, Farmworker -- CETA
Entry Level -- CETA
Establishment, Agricultural -- CETA
Excessive Earnings -- UI
Financial Assistance -- CETA
Funding Request -- CETA
In-School -- CETA
Master Plan -- CETA
Older Worker -- CETA

RESCISSIONS	EXPIRATION DATE
Feb '79 Edition of the ETA Glossary	Continuing

DISTRIBUTION

GPO 901-993

Outstationing — CETA
Qualified Cooperative Education Program (TJTC)
Qualified School (TJTC)
Qualified First-Year Wages (TJTC)
Qualified Second-Year Wages (TJTC)
Similarly Employed — CETA
Subrecipient — CETA
Targeted Jobs Tax Credit (TJTC)
TJTC Target Groups
Veterans Outreach — CETA

b. Revised Definitions

Allocation — CETA
Allowances, Training — CETA
Area of Substantial Unemployment — CETA
Balance of State — CETA
Capital Improvement — CETA
Claimant, Eligible — ES
Claimant, UI/CETA Applicant — CETA
Classroom Training (Prime Sponsor) — CETA
Classroom Training (Voc. Ed.) — CETA
Community Based Organization — CETA
Compensation — CETA
Comprehensive Employment and Training Plan (CETP) — CETA
(previously titled "Comprehensive Manpower Plan")
Consortium — CETA
Construction — CETA
Contractor
Dependent — CETA
Economically Disadvantaged — CETA, ES
Eligible Applicant — CETA
Employing Agency — CETA
Family — CETA, ES
Family Income — CETA, ES
Farmwork — CETA
Grant Allotment — CETA
Grantee — CETA
Handicapped — CETA
Health Care, Farmworker — CETA
In-School Youth — CETA
Intake and Assessment — CETA
Job Restructuring — CETA
Local Education Agency — CETA
Low-Income Housing — CETA
Migrant Farmworker — CETA
Nutritional Assistance — CETA
Obligation — CETA
Offender — CETA
On-the-Job Training — BAT, CETA, ES, WIN
Participant — CETA
Placement, CETA — CETA

Prime Sponsor — CETA
Program Agent — CETA
Program Funding Estimate — CETA
Program of Demonstrated Effectiveness — CETA
Project — CETA
Project Applicant — CETA
Public Service Employment (PSE), CETA — CETA
Recipient
Relocation Assistance — CETA
Reservation, Federal — CETA
Residence — ES, CETA
Seasonal Farmworker — CETA
Senior Community Service Employment Program (SCSEP)
Significant Segments — CETA
Subgrantee — CETA
Supportive Services, CETA — CETA
Supportive Services, Farmworker — CETA
Unsubsidized Employment — CETA
Vietnam-Era Veteran — CETA
Work Experience, CETA — CETA
Young Adult Conservation Corps (YACC) — OYP
Youth Community Conservation and Improvement Projects (YCCIP) — OYP
Youth Council — OYP
Youth Employment and Demonstration Projects Act of 1977 (YEDPA) — OYP
Youth Employment and Training Program (YETP) — OYP
Youth Incentive Entitlement Pilot Projects (YIEPP) — OYP

c. Deleted Terms and Definitions

Balance of County — CETA
Delivery Agent — CETA
Entered Employment — CETA
Full-Time Student — CETA
Head of Household — ES, CETA
Manpower Allotment — CETA
Manpower Services — CETA
Obtained Employment — CETA
Participant Community — CETA
Prime Sponsor Agreement (PSA) — CETA
Rehire — CETA
Sufficient Size and Scope — CETA
Unemployment Compensation — CETA

Changes to CETA and OYP definitions were effective April 3, 1979, with the exception of definitions relating to the Farmworker program, which became effective with new Regulations issued on May 25, 1979. Changes to all other definitions are effective upon receipt.

3. Action Required. Administrators should provide copies of this directive to appropriate staff, as follows:

a. RAs should distribute copies to appropriate regional staff and transmit 10 copies to each CETA prime sponsor and to each Job Corps center in their regions. Surplus copies should be retained for regional office supply.

b. BAT Regional Directors should distribute copies to appropriate staff.

c. SESA Administrators should distribute copies to appropriate ES, UI, and WIN sponsor staff.

d. BAT State Directors and SAC Directors should distribute copies to appropriate staff.

e. Copies of the Glossary will be distributed to Indian and Native American program and Migrant and Seasonal Farmworker program sponsors by the ETA Office of National Programs (ONP).

If ETA program sponsor staff need additional copies, they should reproduce the entire ETA Glossary for distribution to appropriate staff.

4. Maintenance of the ETA Glossary. The extensive changes required by CETA Reauthorization made it necessary to issue this new edition of the Glossary. It is anticipated that future Glossary revisions will be less extensive and will be through changed pages.

EMPLOYMENT AND TRAINING HANDBOOK NO. 373

THE EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) GLOSSARY OF PROGRAM TERMS AND DEFINITIONS

SECOND EDITION

U.S. Department of Labor
Employment and Training
Administration
Washington, D.C. 20213

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ET HANDBOOK NO. 373

EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

GLOSSARY OF PROGRAM TERMS AND DEFINITIONS

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ET HANDBOOK NO. 373

EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

GLOSSARY

OF PROGRAM TERMS AND DEFINITIONS

INTRODUCTION

The Employment and Training Administration (ETA) Glossary of Program Terms and Definitions is the official comprehensive, alphabetical list of program terms commonly used by both ETA and program sponsor staff to identify various aspects of ETA program activities. The major ETA programs covered include programs and activities administered by:

The Bureau of Apprenticeship and Training (BAT)
The Comprehensive Employment and Training Act (CETA), including those programs administered by the Office of Youth Programs (OYP) and the Office of National Programs (ONP)
Job Corps (JC)
The United States Employment Service (ES)
The Unemployment Insurance Service (UI)
The Work Incentive Program (WIN)
The Food Stamp Work Registration Program (FS)
ETA's Office of Policy, Evaluation, and Research (OPER)

The purposes served by the ETA Glossary are:

1. To provide in a single document a ready reference and an up-to-date official list of all major ETA program terms and definitions contained in laws, Federal Regulations, and ETA issuances used by sponsors and various ETA service offices on a daily basis.

2. To identify terms and/or definitions which are different for various ETA programs. Program sponsor staff who must deal with clientele involved in more than one ETA program often encounter problems with conflicting definitions and the use of differing terms.

This Glossary is the official source of definitions for all of the major ETA programs. All changes to these program definitions are to be made through this Glossary. It supersedes all other glossaries and/or collections of program terms and definitions previously issued by ETA components. Only those changes in terms and definitions which result from new legislation and/or related regulations will take precedence over definitions in the Glossary. When any such changes occur, appropriate revisions to the Glossary will be issued to reflect these changes.

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The ETA Glossary contains the following sections:

1. A description of major ETA programs

2. A list of abbreviations and acronyms used in the Glossary

NOTE: Abbreviations and acronyms included in this list are only those used in the Glossary. A comprehensive list of all abbreviations and acronyms used in ETA may be found in the Glossary of Abbreviations and Acronyms (ET Handbook No. 351).

3. A list of conflicts in terms and definitions as used in ETA programs

4. An alphabetical listing of program terms and their definitions.

Many of the terms included in this Glossary are also used as data elements in various financial and management information systems for ETA programs. However, it is not the purpose of this document to provide a comprehensive list of all ETA program data elements and definitions. Such information, to the extent available, may be found in current reporting systems documentation for the various ETA programs.

With the exception of very general terms, such as "contractor," each term in the ETA Glossary is identified with one or more ETA programs by the use of abbreviations of National Office ETA components, e.g., Apprenticeship--BAT, Intake and Assessment--CETA. These designations enable the user to identify easily all terms related to a single program. Unless otherwise specified, the "CETA" designation encompasses terms used by the Office of Community Employment Programs (OCEP), the Office of Youth Programs (OYP), and CETA programs funded by the Office of National Programs (ONP). Those definitions designated as "OYP" pertain only to Youth programs. Although Job Corps is authorized by Title IV of CETA, Job Corps terms are identified separately. designated "JC."

Please note that definitions taken directly from regulations and/or legislation have been modified slightly to make them clearer for Glossary purposes.

ETA sponsor staff at the local level often administer more than one ETA program. Such users of this Glossary should carefully review the "List of Conflicts in terms and Definitions" on page 21 to be aware of definitional differences and to determine the correct definition(s) to be used for specific ETA programs.

It is anticipated that this Glossary will not have to be updated frequently; however, pages will be revised, as appropriate, when new definitions become effective.

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At a minimum, changes to the Glossary will be issued before the beginning of each fiscal year. All ETA sponsor staff should maintain the Glossary and incorporate such changes when issued in order to insure that current and correct definitions are readily available for use in program operations, recordkeeping, and reporting.

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DESCRIPTION OF MAJOR ETA PROGRAMS

APPRENTICESHIP (RAT)

HOW IT WORKS -- Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of the work required for a skilled occupation, craft, or trade. Programs are conducted by employers, often jointly with labor and management. Related technical instruction is given in local vocational schools and junior colleges, sometime utilizing home study courses.

The training period ranges from one to six years, most trades requiring three to four years. Apprentices are paid while they train on the job, at progressive wage rates starting from about half the journeyman's rate up to 95 percent of full pay near the end of their apprenticeship.

A few of the skilled trades are automotive mechanic, baker, bricklayer, carpenter, electrician, machinist, operating engineer, optical technician, painter, roofer, sheet metal worker, structural steel worker, and tool and die maker. There are a total of 415 apprenticeable trades, including all the specialized jobs within certain occupations.

WHO ARE SERVED -- Both men and women at least 16 years of age are eligible to apply. Applicants must be physically able to do the work of the trade; some trades require an entry examination. For some trades--but not all--they must be high school graduates or possess a General Educational Development (GED) certificate. Veterans may add their years of honorable service (usually up to four years) to the upper age limit.

AUTHORIZATION -- The National Apprenticeship Act of 1937, as amended.

COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAMS (CETA)

HOW THEY WORK -- All States and cities, counties, and combinations of local units with populations of 100,000 or more receive direct Federal grants under the Comprehensive Employment and Training Act (CETA) to design and administer comprehensive employment and training programs that serve the needs of their areas. These State and local units, called "prime sponsors," operate projects themselves or contract with other groups to provide services. Generally, States are responsible for programs in areas that do not meet the population criterion to receive Federal funds directly.

The kinds of services (by no means inclusive) that prime sponsors may choose to make available to eligible participants are classroom and on-the-job training, work experience, subsidized jobs with public and private nonprofit agencies, basic education, and support services like child care and health aid. They may target some programs to specific groups: youth, offenders, persons with limited English-speaking ability, and veterans. And they may decide to use CETA funds to finance activities such as affirmative action programs, revising local merit system procedures, and developing labor market information.

The law requires every sponsoring government to have a planning council whose members represent clients, labor, business, education, and community organizations, among other groups. Councils make recommendations to governments on the services that will best fit the needs of their communities and monitor and evaluate ongoing programs.

WHO ARE SERVED -- Unemployed, underemployed, and economically disadvantaged persons are eligible to participate.

AUTHORIZATION -- The Comprehensive Employment and Training Act Amendments of 1978.

INDIAN PROGRAM

HOW IT WORKS -- Unemployed, underemployed, and disadvantaged Indians and other native Americans are provided with training, public service employment, and a wide range of services to enable them to support themselves and their families.

The services are provided by Indian tribes, Alaskan villages, and similar organizations large enough to administer such programs. The funds are used for public service employment, on-the-job training, classroom training, basic education, and work experience. In addition they may be used to provide such related services as counseling, child care, transportation, and training allowances.

WHO ARE SERVED -- Indians, Eskimos, Aleuts, and other persons of native American descent who are economically disadvantaged (by Federal poverty standards), unemployed, or underemployed.

AUTHORIZATION -- The Comprehensive Employment and Training Act Amendments of 1978.

MIGRANT AND SEASONAL FARMWORKER PROGRAM

HOW IT WORKS -- Migrant and other seasonal farmworkers and their families are provided a wide range of services to help them find alternative job opportunities in year-round employment, or to improve their well-being if they remain in seasonal agricultural work.

The services include education, training, job referral, emergency services, residential support, self-help housing, legal services, transportation, and relocation assistance.

The agencies providing these services vary from area to area, but generally are private nonprofit organizations, State and local governments, and universities.

WHO ARE SERVED -- Migrant and other seasonally employed farmworkers and their dependents who have earned most of their income from farmwork in 12 of the last 18 months and whose income is below Federal poverty standards.

AUTHORIZATION -- The Comprehensive Employment and Training Act Amendments of 1978.

CETA PUBLIC SERVICE EMPLOYMENT PROGRAMS

HOW THEY WORK -- The Comprehensive Employment and Training Act (CETA) provides for programs of public service employment (PSE) which are funded through block grants and operated by eligible applicants who qualify as prime sponsors. These are States, units of local government with a population of 100,000 or more, and consortia of such units, one of which must have a population of 100,000 or more.

Title II D and Title VI authorize PSE in jobs providing needed public services in areas of substantial unemployment. The funds are distributed to prime sponsors in areas with an unemployment rate of 6.5 percnet or more for the most recent twelve month period, the exact amount based upon the number of unemployed residing in the prime sponsor's jurisdiction.

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Title VI, initially authorized as an emergency program to alleviate countercyclical unemployment, was continued under the Emergency Jobs Programs Extension Act of 1976. The act provides that funds beyond those needed to sustain PSE enrollment levels be used to undertake new project activities.

Many of the jobs are in hospitals, in mental institutions, in national parks, in recreation programs, in rehabilitating cities, and in energy-saving activities.

AUTHORIZATION — The Comprehensive Employment and Training Act Amendments of 1978.

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JOB CORPS (JC)

HOW IT WORKS -- A national system of residential centers in the United States and Puerto Rico provides basic education, vocational training, counseling, health care, and similar renewal services to help disadvantaged young men and women, 16 through 21, prepare for jobs and for responsible citizenship.

Enrollees in Job Corps residential centers receive room and board, clothing for work and dress, books and other learning supplies, and a cash allowance, part of which is paid on leaving the program after satisfactory participation. A few of the centers can also accommodate young people who do not live on center but take training during the day. Enrollees may stay in Job Corps as long as 2 years, and at the end of their stay are given assistance in finding a job.

Training, often by skilled union workers, is given in such occupations as heavy equipment operation, auto repair, carpentry, painting, masonry, nursing and other health care jobs, clerical and office work, and electronic assembly. Basic education includes reading, mathematics, social studies, and preparation for the General Education Development (GED) high school equivalency examination. Job Corps enrollees also receive instruction in general living skills, such as hygiene and grooming, getting along in the world of work, and constructive use of leisure time.

WHO ARE SERVED -- Young men and women, 16 through 21, who are disadvantaged as defined by Federal poverty criteria and who can benefit from the services that Job Corps provides.

AUTHORIZATION -- Title IVB of the Comprehensive Employment and Training Act Amendments of 1978.

EMPLOYMENT AND TRAINING PROGRAMS FOR YOUTH (OYP)

WHAT THEY ARE -- The U.S. Department of Labor's Employment and Training Administration sponsors and supports many programs to help young people get jobs and services such as counseling and training to prepare them for jobs. This section covers programs authorized by the Comprehensive Employment and Training Act (CETA). It includes programs authorized by the Youth Employment and Demonstration Projects Act signed by the President August 5, 1977.

HOW THEY WORK -- Under CETA all States and cities, counties, and combinations of local units with populations of 100,000 or more receive direct Federal grants to design and administer programs that serve the job needs of their areas. These units, called "prime sponsors," operate projects themselves or contract with other groups to provide services. The State Employment Service/Job Service offices are equipped to provide services such as recruitment, counseling, and referral to the CETA prime sponsors.

CETA's seven titles authorized comprehensive employment and training services; transitional public service employment; programs for groups such as youth and Indians; Job Corps; and emergency public employment programs. The Youth Employment and Demonstration Projects Act passed by Congress on July 21, 1977, and signed by the President August 5, 1977, amended Title IV to include additional programs for youth. YEDPA also added title VIII, National Young Adult Conservation Corps. These programs were reauthorized by the Comprehensive Employment and Training Act Amendments of 1978.

Programs for which young people are eligible include:

Title IIB/C: Comprehensive Employment and Training Services

Prime sponsors offer services including recruitment, testing, placement, classroom and on-the-job training, work experience, and transitional public employment to unemployed, underemployed, and economically disadvantaged. Young people ages 16 and up who meet the criteria are eligible.

Title IID: Public Employment Programs

Prime sponsors offer transitional employment in jobs that provide needed public services. Participants must live in areas of substantial unemployment, and be unemployed (at least 30 days), or underemployed. Young people ages 16 and up meeting these requirements are eligible.

Title IVA: Youth Employment and Demonstration Projects Act

Under this title the Secretary of Labor provides funds for groups in need of special assistance including:

(1) Youth Incentive Entitlement Pilot Projects. For designated geographic areas, selected prime sponsors receive funds to demonstrate the efficacy of guaranteeing year-round employment and/or training to economically disadvantaged in-school youth ages 16 through 19 or youth of the same ages willing to return to school to seek a high school diploma or its equivalent.

(2) Youth Community Conservation and Improvement Projects. Unemployed youth aged 16 through 19, with emphasis on those out of school, are eligible for projects of local benefit such as improving neighborhoods and communities and maintaining and restoring natural resources on publicly owned land.

(3) Youth Employment and Training Programs. This program is designed to make a long-term impact on youth unemployment through career opportunities and such training and supportive services as needed to aid youth 14 through 21 in completing school and/or securing unsubsidized employment.

Title IVB: Job Corps (See page 9)

Title IVC: Summer Youth Employment Program (SYEP).

This program provides part-time summer jobs for youth ages 14 through 21 with schools, hospitals, libaries, community service agencies, and other public and private nonprofit agencies and groups.

Title VI: Emergency Job Programs

During periods of severe unemployment prime sponsors undertake projects to make transitional public service jobs available to unemployed and underemployed persons to make them eligible to move into jobs not supported by CETA. These jobs are in addition to those authorized by Title II. And there are special eligibility criteria.

Title VIII: The National Young Adult Conservation Corps

Under this title, unemployed youth 16 through 23 may work for up to a year on conservation projects in parks, national forests, and recreation areas. The Secretary of Labor administers the Corps through interagency agreements with the Secretaries of Agriculture and Interior. Enrollees are selected by Agriculture and Interior from candidates referred by Labor. Interior and Agriculture are responsible for the management of centers on public lands and waters under their jurisdictions. Thirty percent of the funds are earmarked for State and local programs.

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WHO ARE SERVED -- Unemployed or underemployed youth, including school dropouts, veterans, females, those with handicaps, minority members, and ex-offenders. Some programs have specific eligibility requirements such as family income, duration of unemployment, or severity of unemployment in the area. Consult the local prime sponsor for eligibility criteria.

AUTHORIZATION — The Comprehensive Employment and Training Act Amendments of 1978.

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EMPLOYMENT SERVICE (ES)

HOW IT WORKS -- The U.S. Employment Service-Job Service and affiliated State agencies operate over 2,400 local offices to serve those seeking employment and those providing it. General services include outreach, interviewing, testing, counseling, and referral to placement, training, and other services in readying indivi uals for employment. Specialized services for various groups such as the following are also provided:

Veterans -- By law and regulation, they receive priority treatment (with preference for disabled veterans) in all services leading to employment and training.

Youth -- They receive such services as counseling, testing, referral to training and other agencies, job development, and placement. The services are geared to both individuals 16 to 22 who are either high school dropouts or graduates entering the labor market. Also assists CETA prime sponsors in supporting the YACC program designed to focus on youth ages 16-23.

Older Workers -- They receive job counseling, job development, referral to training or health and social services, and job placement. The services are directed to workers 40-65 as required by Title VII of the Civil Rights Act.

Handicapped -- They benefit by special placement techniques that seek to match the physical and mental demands of a job to the capabilities of a worker. Such services are given in cooperation with other community agencies and include special employment counseling and placement assistance to those who are physically and mentally handicapped.

Rural Residents and Workers -- They receive year-round assistance in the full range of employment services. They also receive special services in the areas of recruitment and placement in farm and woods occupations. Growers receive assistance in meeting critical seasonal labor needs and moving workers from supply to demand areas.

Disadvantaged Individuals -- They receive such services as testing, counseling, referral to training and other supportive services, job search and development, job placement, and followup. This help is for the poor and unemployed or underemployed persons handicapped by race, age, lack of education, or physical or mental disabilities.

Employers -- They receive help in obtaining workers for their work force needs, help in filling jobs with special skills or other requirements, application of personnel management tools, and assistance in identifying and resolving internal work force problems such as turnover, absenteeism,

and special recruitment difficulties. Auxiliary services include comprehensive information on employment, unemployment, and other labor market activity on a local, State, regional and national basis. Also, in virtually every major urban area and 43 entire States, the ES operates a computerized job bank, updated daily to list local job openings.

WHO ARE SERVED -- All employers seeking workers, persons seeking employment, community groups, and employer organizations. Priority in service is given to veterans.

AUTHORIZATION -- Wagner-Peyser Act of 1933, as amended.

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UNEMPLOYMENT INSURANCE PROGRAMS (UI)

HOW THEY WORK -- Under seven separate programs, Unemployment Insurance (UI) provides temporary income as partial compensation to unemployed workers. UI programs are administered jointly by the Employment and Training Administration's Unemployment Insurance Service and the individual States. The Federal Government establishes guidelines and pays administrative costs from funds collected under provisions of the Federal Unemployment Tax Act (FUTA). The States have direct responsibility for operation of UI programs.

Under regular State programs, weekly benefits are paid for a period generally not in excess of 26 weeks, for a period beginning with initial claims. Benefits are extendable under regular programs for up to 13 additional weeks, if State or national unemployment exceeds a specified level, and are extended under emergency programs for up to 26 more weeks (for a total of 65 weeks) in specified periods of high unemployment.

UI programs are financed from three sources. The basic 1 to 26 weeks (or more in some States) are financed by State taxes on employers' payrolls which are maintained in State accounts in the Unemployment Trust Fund; three States require contributions by employees. The extension of benefits (weeks 27 to 39) is financed 50 percent from the State funds and 50 percent from the Extended Unemployment Compensation Account (EUCA).

WHO [illegible] SERVED -- All workers whose employers are subject to State UI taxes, former Federal employees or members of the Armed Forces, and those covered under the emergency legislation. Claimants must have been employed and must have earned a specified amount of wages or worked for a specified number of weeks, or both, during a base period established by the State laws. Claimants must also be able to work, be available for work, and be seeking work.

AUTHORIZATION -- Social Security Act, Federal Unemployment Tax Act, Emergency Jobs and Unemployment Assistance Act, Emergency Unemployment Compensation Act, and subsequent amendments to those acts.

THE WORK INCENTIVE (WIN) PROGRAM

AUTHORITY -- The 1967 and 1971 amendments to the Social Security Act. The WIN tax credit is authorized by the Revenue Act of 1971.

ADMINISTRATION -- WIN is jointly administered by the Employment and Training Administration (ETA) of the Department of Labor and the Office of Human Development Services (OHDS) of the Department of Health, Education, and Welfare. Local operations in States and other areas are carried out by the State Employment Service (registration for the program, appraisal of work skills, labor market information, job training, remedial education, job development, and employment assistance job placement) and by public welfare agencies (child care, counseling, employment-related health care, and other social services).

ELIGIBILITY -- All persons applying for Aid to Families with Dependent Children (AFDC) are required to register for WIN unless exempt. Those exempt from registration include children under 16 and up to 21, if they attend school full time; the sick, disabled, or elderly; people living too far from a WIN project to take part; people caring for a sick or disabled member of the household; mothers or other relatives caring for children under six; and mothers or other women caring for children in homes where fathers or other male relatives register. People not required to register may volunteer for WIN, and large numbers are doing so. Volunteers can leave WIN at any time and go on receiving their regular welfare benefits.

OPERATION -- WIN helps people on AFDC find jobs. It provides job information, help in looking for work, and services like child care and medical aid, as needed. People who cannot move into regular jobs at once may be selected for on-the-job training in private industry or WIN supported public service jobs; or they may get work experience or training through WIN or community employment programs. Regulations provide that registrants receive prompt exposure to the labor market. Intensive Manpower Services evaluate registrants' job-finding and performance potential and help move them into jobs.

People required to register for WIN must take part in program activities and accept an appropriate job. If they refuse without good cause, they can lose their share of the family's benefits. But before they lose any benefits, they are entitled to a fair hearing before an officer independent of WIN. If the hearing goes against them, they can appeal. People on AFDC are also protected against unreasonable requirements and against losing money by going to work.

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To make work more profitable than welfare alone, welfare agencies do not reduce a working mother's benefits a dollar for every dollar she earns. Instead, the first $30 of monthly earnings, plus one-third of the rest, and the cost of work expenses, such as bus fare and lunches, are not counted in calculating welfare checks.

To open up more jobs for WIN registrants, tax laws permit employers to claim Federal income tax credits. These amount to 50 percent of the first $6,000 in wages paid to an employee in the first year of employment in a trade or business and 25 percent of the first $6,000 paid the second year. A credit of 35 percent of the first $6,000 paid to a domestic may be claimed for one year only. Employees must be retained for 30 consecutive days. Employers can take advantage of either of two plans:

(1) the WIN credit for employing workers registered for WIN; or

(2) the Welfare credit for employing workers who have been on AFDC for at least 90 days (they may, but do not have to be, WIN registrants).

FUNDING -- The Federal Government contributes 90% of WIN expenditures, and the States 10%.

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FOOD STAMP WORK REGISTRATION PROGRAM
(FS)

HOW IT WORKS -- The Food Stamp Program, administered by the U.S. Department of Agriculture through State and local Welfare agencies, attempts to improve diets of low-income households by supplementing the food purchasing ability of eligible low-income families. The value of food coupons provided to such households is based on income, family size and level of resources.

At the time of application, welfare agency staff determine whether or not certain members of the household are subject to work registration. Work registration documents are forwarded to the appropriate local Employment Service (ES) office. ES staff then call in individuals for employment and other services.

WHO ARE SERVED -- All physically and mentally fit individuals between the ages of 18 and 60 who are unemployed or working less than 30 hours a week are provided ES services. Household members receiving food stamps and who are subject to and are satisfying the work requirements of unemployment compensation and the Work Incentive Program are exempted from work registration under the Food Stamp Program. A parent or other household member responsible for the care of a dependent child under 12 or an incapacitated person is also exempt. A parent or other caretaker of a child under 18 in a household where another able-bodied parent is already registered for work is not subject to the food stamp work requirement. Services provided work registrants are those also provided other ES applicants, such as referral to work or training opportunities, counseling, and testing.

AUTHORIZATION -- The Food Stamp Act of 1977, as amended.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

HOW IT WORKS — SCSEP employs economically disadvantaged persons age 55 and over in part-time community service jobs. Participants work in day care centers, schools, hospitals, facilities for the handicapped, senior citizen centers, fire prevention programs, nutrition programs, transportation programs, and beautification, conservation, and restoration projects. Their wages are no less than State or the Federal minimum wage. They also receive yearly physical examinations, personal and job-related counseling, job training, and in some cases placement in regular unsubsidized jobs. Participants may work up to 1,300 hours per year but average 20-25 hours per week. The SCSEP offers communities in which it operates a federally supported pool of manpower which can be drawn upon to augment existing services or to create new ones.

WHO ARE SERVED — Economically disadvantaged persons, who are 55 years of age or older are able to participate in this program.

AUTHORITY — The Senior Community Service Employment Program (SCSEP) is authorized under Section 502(b)(2) of Title V of the Older Americans Act of 1965, as amended, by the Comprehensive Older Americans Amendments of 1978.

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DIFFERENCES AND CONFLICTS IN TERMS AND DEFINITIONS

Following is a summary of current differences and conflicts in terms and definitions used in various ETA programs. All program sponsors, particularly those who are involved in more than one ETA program activity, should review this section carefully to be aware of any differences between versions of each definition, and to ensure that the correct definitions are being used for each program.

Several terms in this Glossary have more than one definition and are used differently for various programs. In many cases where there are conceptual differences in these definitions, it has been possible to change the term to differentiate each definition. These definitions are marked with one asterisk (*) in the Glossary.

Following is a list of these basic terms, the related ETA Glossary terms, and their page number in the Glossary. For example, the term "Placement" is used by CETA, Job Corps, and ES. All three definitions differ conceptually and operationally. The terms have been changed to "CETA Placement," ES Placement," and "Job Corps Placement." In almost all of the cases below, the terms have been alphabetized under the basic term for the convenience of the Glossary user (i.e., "CETA Placement" is listed as "Placement, CETA" on p. 117). See special note on TJTC definitions on page 24.

BASIC TERM	RELATED ETA GLOSSARY TERMS	PAGE
Affirmative Action	Affirmative Action	30
	Apprenticeship Affirmative Action	30
	ETA Program Affirmative Action	30
Applicant	ES Applicant	32
	CETA Applicant	32
Area of Substantial Unemployment	Area of Substantial Unemployment	36
	Area of Substantial Unemployment (Indian and Native American Manpower Program)	36
Certification	BAT Certification	42
	CETA Certification	43
	WIN Certification	43

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BASIC TERM	RELATED ETA GLOSSARY TERMS	PAGE
Claimant	Claimant	44
	Eligible Claimant	44
	UI Claimant/CETA Applicant	44
Classroom Training	Classroom Training (Prime Sponsor)	45
	Classroom Training (Voc. Ed.)	45
Compliance Review	BAT Compliance Review	47
	EEO Compliance Review	47
Consortium	Consortium	48
	Consortium (Indian and Native American Program)	49
Economically Disadvantaged	Economically Disadvantaged	57
	Economically Disadvantaged Family (TJTC)— See note on page 24.	148
Employer	Employer	59
	Apprentice Employer	59
Establishment	Establishment	64
	Agricultural Establishment	64
Health Care	Health Care	78
	Farmworker Health Care	78
Placement	CETA Placement	117
	ES Placement	118
	Job Corps Placement	119
Prime Sponsor	Prime Sponsor	120
	Prime Sponsor (Indian and Native American Program)	120
Public Service Employment	CETA Public Service Employment	123
	WIN Public Service Employment	123

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BASIC TERM	RELATED ETA GLOSSARY TERMS	PAGE
Recipient	Recipient	128
	AFDC Recipient	129
	SSI Recipient (TJTC)—See note on page 24.	148
Registrant	BAT Registrant	130
	Food Stamp Registrant	130
	WIN Registrant	130
Registration	BAT Registration	130
	ES Registration	130
	WIN Registration	130
Supportive Services	CETA Supportive Services	144
	ES/WIN Supportive Services	144
	Farmworker Supportive Services	144
Work Experience	CETA Work Experience	162
	Job Corps Work Experience	162
	WIN Work Experience	162
Youth	Youth	166
	Economically Disadvantaged Youth (TJTC) -- see note on page 24.	147

In many other cases of conflicts in definitions, it has not been possible to change the term to differentiate the definitions. Many of these conflicts arise from differences in ETA program legislation and/or related Regulations. These definitions are marked by two asterisks (**) in the Glossary. An example of this type is the term "Older Worker," which has different definitions for ES/UI and CETA (see p. 111). A list of these conflicts follows:

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CONFLICT	PAGE
Handicapped — CETA vs. ES	77
Migrant Farmworker -- CETA vs. ES	101
Older Worker — CETA vs. ES, UI	111
Seasonal Farmworker -- CETA vs. ES	135
Veteran -- CETA vs. BAT vs. ES (Please note that conflicts also exist in the various subdefinitions of "Veteran")	155

It is hoped that over time many of these conflicts can be resolved so that one definition for each term is used by all ETA program components. Until this can be accomplished, however, it is important that all ETA program sponsor staff know these definitional differences and use the proper definitions for each program in their operations, recordkeeping, and reporting systems.

NOTE: Definitions for terms used in the Targeted Jobs Tax Credit (TJTC) program differ in almost all cases from the definitions for these terms as they are used in other ETA programs. The TJTC definitions are legislatively mandated by the Revenue Act of 1978. ETA program sponsor staff should especially note that the TJTC definition of "Economically Disadvantaged" differs from that used by ES and CETA in their other program operations. All definitions of TJTC Target Groups can be found on page 147. Other TJTC-related definitions are located in appropriate alphabetical sections in the Glossary.

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LIST OF ABBREVIATIONS AND ACRONYMS

AB	Additional Benefits
ACT	Advanced Career Training
ADP	Automatic Data Processing
ADS	Applicant Data System
AFDC	Aid to Families with Dependent Children
AIC	Apprenticeship Information Center
ASU	Area of Substantial Unemployment
AWOL	Absence Without Official Leave
BAT	Bureau of Apprenticeship and Training
BEAG	Bateria de Examenes de Aptitud General
BOLT	Basic Occuptional Literacy Test
BOS	Balance of State
CBO	Community Based Organization
CCC	Civilian Conservation Center
CEE	Career Employment Experience
CETA	Comprehensive Employment and Training Act
CETP	Comprehensive Employment and Training Plan
CSO	Center Standards Officer
CWBH	Continuous Wage and Benefit History
DHEW	Department of Health, Education, and Welfare
DMP 4-A	Defense Manpower Policy 4-A
DOL	Department of Labor
DOT	Dictionary of Occupational Titles
DUA	Disaster Unemployment Assistance

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EB	Extended Benefits
EIS	Employer Information System
EEO	Equal Employment Opportunity
ERP	Eligibility Review and Reemployment Assistance Program
ES	Employment Service
ESP	Employment Service Potential
ESAA	Employment Security Administration Account
ESAP	Employment Security Automation Plan
ESARS	Employment Security Automated Reporting System
ETA	Employment and Training Administration
EUCA	Extended Unemployment Compensation Account
FBP	Federal Bonding Program
FEIN	Federal Employer Identification Number
FIPS-PUB	Federal Information Processing Standards Publication
FUA	Federal Unemployment Account
FUBA	Federal Unemployment Benefit and Allowance Account
GATB	General Aptitude Test Battery
GED	General Educational Development
HOOK	Handbook of Occupational Keywords
ICESA	Interstate Conference of Employment Security Agencies
IMS	Intensive Manpower Services
IMU	Income Maintenance Unit
IRS	Internal Revenue Service
JAC	Joint Apprenticeship Committee
JATC	Joint Apprenticeship and Training Committee
JC	Job Corps

JSMS	Job Service Matching System
LEA	Local Education Agency
LLSIL	Lower Living Standard Income Level
LMA	Labor Market Area
LMI	Labor Market Information
MODS	Manpower Operations Data System
MSFW	Migrant and Seasonal Farmworkers
NATB	Non-Reading Aptitude Test Battery
NCC	National Coordination Committee
NRP	National Review Panel
OAP	Occupational Aptitude Pattern
OFOS	Opening Filled Other State
OJT	On-the-Job Training
OYP	Office of Youth Programs
PBP	Program and Budget Plan
POE	Pretesting Orientation Exercises
POPT	Pretesting Orientation on the Purpose of Testing
P/PEP	Progress Performance Evaluation Panel
PSE	Public Service Employment
PSIP	Private Sector Initiatives Program
RA	Regional Administrator, Employment and Training Administration
RAS	Regional Automation System
RCC	Regional Coordination Committee
SAC	State Apprenticeship Council

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SATB	Specific Aptitude Test Battery
SAU	Separate Administrative Unit
SESA	State Employment Security Agency
SIC	Standard Industrial Classification
SMSA	Standard Metropolitan Statistical Area
SNAPS	State and National Apprenticeship System
SSN	Social Security Account Number
SYEP	Summer Youth Employment Program
TDI	Temporary Disability Insurance
TJTC	Targeted Jobs Tax Credit
TRA	Trade Act of 1974
TRE	Training - Related Expenses
UC	Unemployment Compensation
UCFE	Unemployment Compensation for Federal Employees
UCX	Unemployment Compensation for Ex-Servicemen
UF	Unemployed Father
UI	Unemployment Insurance
VEP	Vocational Exploration Program
VST	Vocational Skills Training
WE	Work Experience
WIN	Work Incentive Program
YACC	Young Adult Conservation Corps
YCCIP	Youth Community Conservation and Improvement Project
YEDPA	Youth Employment and Demonstration Projects Act of 1977
YETP	Youth Employment and Training Program
YIEPP	Youth Incentive Entitlement Pilot Project

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A

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) -- JC The unauthorized absence of a corpsmember without official leave in excess of 24 continuous hours.

ACADEMIC CREDIT -- CETA Credit for education, training of work experience applicable toward a secondary school diploma, a post secondary degreee, or an accredited certificate of completion, consistent with applicable State law, regulations, and policy, and the requirements of an accredited educational agency or institution.

ACCOUNT NUMBER -- UI A unique identifier assigned to records for control purposes (i.e., State employer identification number, Federal employer identification number, case file number).

ACCOUNTABILITY, RELIEF OF -- JC DOL approval which authorizes the deletion or disposal of property items from the records of a contractor or of a governmental agency which operates a Job Corps Center.

ACCOUNTABILITY SYSTEM -- JC The center operator's system of monitoring corpsmember attendance, physical location, and status, e.g., leave, pass, etc.

ACTIVE EMPLOYER -- UI An employing unit currently registered under the State unemployment compensation law during an applicable reference time period. Employer accounts are considered active when they have paid wages in the State during at least one quarter in an applicable reference time period which includes the current and preceding calendar year. Active employers also include reimbursable employers.

ACTIVE FILE -- UI, ES A file of currently used records such as claims records or work registrations (applications).

ACTUAL DURATION -- UI The number of equivalent weeks of full benefits an eligible claimant received under any respective program entitlement provisions of a State or Federal unemployment compensation law or other program administered by a State agency.

ADDITIONAL BENEFITS (AB) -- UI The program in some States that pays additional compensation to exhaustees of regular compensation by reason of conditions of high

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unemployment or other special factors. This program is totally financed under State unemployment compensation law, except that such benefits paid to Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX) claimants are financed by Federal funds.

ADDITIONAL CLAIM -- UI A notice of new unemployment filed at the beginning of a second or subsequent series of claims within a benefit year or within a period of eligibility when a break of one week or more has occurred in the claim series with intervening employment. (One of three types of initial claims.)

ADDITIONAL CREDIT ALLOWANCE -- UI A credit against Federal Unemployment Trust Account (FUTA) liability equal to the amount, if any, by which the contributions payable by an employer under State law are less than the contributions payable at the lesser of the maximum State rate or 2.7 percent.

ADJUDICATION SYSTEM -- WIN The formal process, initiated by a request for a WIN hearing, for resolving nonsanctionable WIN-related complaints and grievances and for deciding sanctionable issues arising subsequent to WIN registration.

ADJUSTED BENEFIT PAYMENT -- UI A payment issued for the purpose of adjusting an underpayment or overpayment for a prior week or weeks.

ADMINISTRATIVE COSTS -- CETA All indirect and direct costs associated with the management of the grant. Such costs are those which do not directly and immediately benefit participants but are necessary for effective delivery of direct participant benefits. These costs are generally identified with supervision and management, and fiscal and recordkeeping systems.

* AFFIRMATIVE ACTION -- Specific results-oriented policy and procedures through which a recipient commits itself to every good faith effort to correct deficiencies in the equitability with which it serves significant segments of its eligible population

* AFFIRMATIVE ACTION, APPRENTICESHIP -- BAT The procedures, methods, and programs designed for the identification, recruitment, training, and motivation of present and potential minority group and female apprentices; to equalize opportunity for minority groups and females in apprenticeship programs.

* AFFIRMATIVE ACTION, ETA PROGRAM -- The outreach effort to hire additional minority persons or females when they are under-represented on the staff of an ETA program.

AGENT STATE -- UI The State in which a claimant files an interstate claim for compensation against another (liable) State where wages were earned.

AGRICULTURAL WORKER -- ES A worker whose primary work experience has been in industries with Standard Industrial Classification (SIC) of 01-07, whether alien or citizen who is legally allowed to work in the United States.

*See pages 21-24.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) -- WIN A program authorized by Title IV-A of the Social Security Act to provide financial assistance and social services to needy families with dependent children.

ALIEN EMPLOYMENT CERTIFICATION -- ES ETA forms used for processing requests for alien employment certification in agriculture and nonagriculture jobs.

ALIEN CLAIMANT, ILLEGAL -- UI An individual who (1) was not lawfully admitted for permanent residence at the time services were performed, (2) was not lawfully present for purposes of performing services, (3) was not permanently residing in the United States under color of law at the time services were performed, and (4) whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act (FUTA).

ALLOCATION -- CETA The distribution of funds among prime sponsors or recipients according to the formulas contained in CETA.

ALLOTMENT -- FS The total value of coupons a household is authorized to receive during each month.

ALLOWANCES, TRAINING -- CETA Basic weekly allowances are paid to participants receiving classroom training or education for which no wages are payable. In addition, allowances may be paid for time spent in other activities as specified in the CETA Regulations, or employment and training services such as orientation and counseling, when such services are a component of another activity as described in the Regulations or when such services are provided on a regularly scheduled basis. As specified in the Regulations, dependents' allowances, incentive allowances, and additional allowances are not to be included as a part of basic allowances.

ALTERNATIVE WORKING ARRANGEMENTS -- CETA The patterns or schedules or work which deviate from the regular work week. They may include staggered hours, flexible hours or flexi-time, compressed work weeks, part-time employment, job sharing, and work sharing.

ANNUAL PLAN -- CETA That part of the Comprehensive Employment and Training Plan (CETP) which consists of the yearly description of program activities and services to be provided by prime sponsors.

ANNUAL WAGE FORMULA -- UI A benefit formula which computes the individual's weekly benefit amount as a percentage of total wages in the base period as opposed to a high quarter or average weekly wage formula.

APPEAL -- UI A request for a hearing to be held by an appeals authority on a State agency's determination or redetermination, or a request for a review to be held by a higher appeals authority on a decision made by a lower appeals authority.

APPEAL DECISION -- UI The disposition of an appeals case by a written ruling that is issued to one or more parties. A disposition which is not written and issued to any party is not a decision. In a multiclaimant case, only one decision is made which applies to all the claimants involved regardless of their number.

APPEALS HEARING HELD FOR OTHER STATES -- UI The hearings held by a State's lower appeals authority for other States.

*APPLICANT, CETA (AN INDIVIDUAL) -- CETA. A person who applies to a CETA grantee/sponsor for employment, training and/or services provided under CETA. An applicant found to be eligible for the program remains an applicant until the provisions for "participant" have been met.

*APPLICANT, ES -- ES A person, legally qualified to work in the United States, who has either a partial or full application record.

CARRY-IN APPLICANT -- An applicant for whom there is an active application record on file at the end of the fiscal year (September 30).

ES/CETA APPLICANT -- An applicant who is a participant under programs established under Titles II, III, IVA, VI, and VII of the Comprehensive Employment and Training Act Amendments of 1978.

FULLY REGISTERED APPLICANT -- An applicant who has participated in an application-taking interview and whose application record includes the applicant's personal characteristics, work history, and occupational classification and DOT code.

JOB-READY APPLICANT -- An applicant who does not need employability development services in order to be referred to a job opening.

PARTIALLY REGISTERED APPLICANT -- An applicant who has completed a minimum of entries on the application record, and who has not been assigned an occupational code. Includes food stamp and WIN applicants to whom occupational codes have not been assigned, and Migrant and Seasonal Farmworkers for whom signed waivers have been taken.

SUMMER YOUTH APPLICANT -- A student under 22 years of age, who has completed a minimum of entries on an application record and who is applying only for a job for the summer.

TRANSIENT APPLICANT -- An applicant who is moving from place to place and who indicates to the State local office that he or she will be only temporarily in the area served by the local office.

1 See pp. 21-24.

APPLICANT OR AFDC APPLICANT -- WIN A person who applies to the State or local welfare agency for Aid to Families with Dependent Children (AFDC) benefits.

APPLICANT DATA SYSTEM (ADS) -- ES A subsystem of the Manpower Operations Data System (MODS). ADS is a file of computer processable records in magnetic (disk, tape) storage of records that contain applicant characteristics, services and referral/placement data.

APPLICANT MASTER FILE -- ES A file of computer processable records in magnetic (disk, tape) storage, of individuals who have registered (either full or partial) for local office assistance. This file contains characteristics information and at any time during a fiscal year may include both active and inactive applicants as well as special categories of applicants retained for predetermined or indefinite periods of time.

APPLICANT-HOLDING OFFICE -- ES A local office which (1) attempts to locate and refer applicants from its local office administrative area to job openings located outside that area in response to a request by an order-holding office, or (2) initiates action to locate suitable job openings outside its local office area for its applicants who desire employment in another locality or who cannot be placed locally and will accept employment elsewhere.

APPLICANT/REGISTRANT, WIN -- ES, WIN A registrant who has applied for Aid to Families with Dependent Children (AFDC) and who, as yet, has not been determined eligible for AFDC.

APPLICANTS AVAILABLE -- ES The total number of applicants who were in active status one or more times during the fiscal year. "Applicants Available" is comprised of applicants active as of September 30 (carry-in applicants) plus applicants recorded in a local office as newly registered, partially registered, or renewal during the current fiscal year. Each applicant is counted only once regardless of number of registrations during the fiscal year or whether "carried in" or filed a new application or renewal. (Carry-in application cards carry over from last fiscal year.)

APPLICATION -- ES The act by which an applicant informs an employment service interviewer of his/her availability and qualifications for referral to job openings or reveals his/her need for employability development service.

SELF-APPLICATION -- The partial filling out of an application card by the applicant.

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APPLICATION CARD -- ES The basic local office record for an applicant.

ACTIVE APPLICATION CARD -- The application card of a person who is currently considered by a local office as available for referral to job openings or employability development services.

ADDITIONAL APPLICATION CARD -- The application card which is prepared in addition to the primary application card and contains an occupational classification which is not the same as the occupational classification on the primary application card.

FULL APPLICATION CARD -- An application for an applicant who has participated in an application interview and which includes the applicant's personal characteristics, work history, and occupational classification and occupational code.

INACTIVE APPLICATION CARD -- The application card of a person (a) who is currently not considered by a local office as available for referral to any job opening, (b) who is no longer receiving employability development service, or (c) who is no longer considered available for referral to employability development service. This card is transferred from the active to the inactive application card file.

NEW APPLICATION CARD -- The application card of a person for whom a local office has no previously prepared application card or whose previously prepared application card has become obsolete or unusable.

PARTIAL APPLICATION CARD -- The application card of an applicant who has not participated in a completion interview and does not include an occupational classification or DOT code. Partial application cards prepared for Migrant and Seasonal Farmworkers must include a signed waiver statement.

PRIMARY APPLICATION CARD -- The application card which is classified under the primary occupational classification assigned to an applicant.

RENEWAL OF APPLICATION CARD -- The transfer from the inactive to the active file of an application card of an applicant who again is considered to be available for referral to job openings or employability development services.

APPLICATION FILE -- ES The application file is composed of the primary application cards filed together in numerical order according to the occupational classification in the active section of the file; filed by Social Security Number, alphabetical by last name, or occupational classification in the inactive section of the file or the section containing partial applications. The application file has two major parts: active and inactive; the partially completed application records may be found in both the active and inactive parts. (A computerized file of application cards may be arranged in other than a DOT sequence, Social Security Number sequence or alphabetical order.)

APPRAISAL -- WIN The interview of a WIN registrant by WIN sponsor staff and separate administrative unit staff to determine employability potential, to determine the need for manpower and supportive services, and to develop an employability plan.

APPRAISED VALUE -- JC The estimated market value of a project completed primarily by corpsmembers as a vocational skills training project, but calculated as if the project had been done by formal contract methods.

APPRENTICE -- BAT An individual entering the work force who is being given instruction and experience, both on and off the job, in all the practical and theoretical aspects of the work required in a skilled occupation, craft, or trade.

APPRENTICE ACTIONS -- BAT Administrative functions relating to the apprentice at entry or completion, or at any point during the terms of apprenticeship, including, but not limited to: (a) registration (b) suspension (c) cancellation (d) completion.

APPRENTICE'S WAGE RATE -- BAT A progressively increasing schedule of wages for apprentices. The entry wage must be at least equal to the Fair Labor Standards Act minimum where applicable, unless a higher wage is required by State law or regulation.

APPRENTICESHIP -- BAT, ES Training in a skill with not less than 2,000 hours of on-the-job training and related theoretical instruction.

APPRENTICESHIP AGREEMENT -- BAT The implied or written apprenticeship agreement between the apprentice (or a guardian if the apprentice is a minor) and the employer or the employer's agent.

APPRENTICESHIP INFORMATION CENTER (AIC) -- BAT, ES An office located in some local employment service offices, which provides information on opportunities in the skilled trades, referral to jobs with a future, and which helps minorities, women, veterans, and others to find out about apprenticeship and to enter training.

APPRENTICESHIP PROGRAM -- BAT An officially authorized plan which sets forth the terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

APPRENTICESHIP STANDARDS -- BAT Minimum training and administrative criteria, to provide uniform training in the skills required of craftworkers, which must be incorporated in programs submitted for approval or registration by State Apprenticeship Councils or the Bureau of Apprenticeship and Training.

APPROPRIATE LABOR ORGANIZATIONS — CETA A local labor organization that represents employees in the prime sponsor's area in the same or substantially equivalent jobs as those for which recipients provide, or propose to provide, employment and training under CETA.

APPROPRIATE WORK OR TRAINING CRITERIA -- WIN Those criteria delineating standards for wages, hours, working conditions, and availability of services which must be met before a registrant can be required to accept an assignment to work or training.

ARCHITECTURAL BARRIERS -- CETA Physical conditions of a building, facility, or other physical structure which reduce the accessibility to or usefulness or such building, facility or structure to handicapped individuals.

*AREA OF SUBSTANTIAL UNEMPLOYMENT (ASU) — CETA An area within a prime sponsor's jurisdiction:

(1) which has a population of at least 10,000;

(2) (i) which has an average unemployment rate of at least 6.5 percent for the most recent twelve month period, as determined by the Bureau of Labor Statistics (BLS); or

(ii) which for fiscal year 1979, and for Parts A, B, and C of Title II of CETA for all fiscal years, has an average unemployment rate of at least 6.5 percent for any three consecutive months during the most recent 12 month period as determined by the Bureau of Labor Statistics.

* AREA OF SUBSTANTIAL UNEMPLOYMENT (INDIAN AND NATIVE AMERICAN PROGRAM) -- CETA An Indian reservation, as a whole, with a rate of unemployment among Indians of at least 6.5 percent for a period of three consecutive months, as determined by the Secretary of Labor at least once each fiscal year.

* See pages 21-24.

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ARTIFICIAL BARRIERS TO EMPLOYMENT -- CETA Limitations (such as: age, sex, race, national origin, parental status, credential requirements, criminal record, lack of child care, physical or mental status and absence of part-time or alternative working patterns/schedules) in hiring, firing, promotion, licensing, and conditions of employment which are not directly related to an individual's fitness or ability to perform the tasks required by the job.

ASSIGNMENT -- JC The action taken by the regional office whereby a youth is notified of his or her eligibility for Job Corps, the center of assignment, transportation information, and his or her date of arrival on center.

ASSISTANCE PAYMENT -- WIN The money payment that is paid to or for an Aid to Families with Dependent Children (AFDC) family by the Income Maintenance Unit (IMU).

AUDIT -- CETA A systematic review or appraisal to determine and report whether:

(1) Financial operations are being properly conducted;

(2) Financial reports are presented fairly; and

(3) Applicable laws and regulations are being complied with. A selected number of operational audits will include a review of economy and efficiency and/or program results of programs under CETA.

FEDERAL AUDITS -- Those audits conducted by the U.S. Department of Labor and its agents.

NON-FEDERAL AUDITS -- Those audits conducted by State, county, and city governments or their agents.

AUDIT STANDARDS -- CETA Those standards set forth in the Standards for Audit of of Government Organizations, Programs, Activities and Functions promulgated by the Comptroller General of the United States.

AUGMENTED WEEKLY BENEFIT AMOUNT -- UI The weekly benefit amount inclusive of an allowance for dependents of a claimant with dependents.

AUTHORIZATION CARD -- FS The document issued by the State Food Stamp agency to an eligible household which shows the allotment the household is entitled to be issued.

AVERAGE ACTUAL DURATION OF COMPENSABLE UNEMPLOYMENT -- UI The number of all weeks of unemployment compensated during a year, divided by the number of first payments issued during the year.

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AVERAGE ACTUAL DURATION FOR TOTAL UNEMPLOYMENT -- UI The weeks of total unemployment compensated during a year, divided by the number of first payments for total unemployment issued during the year.

AVERAGE POTENTIAL DURATION -- UI The number of weeks of full benefits to which claimants are potentially entitled within their benefit years or other compensation periods, divided by the number of such claimants.

AVERAGE WEEKLY BENEFIT AMOUNT FOR TOTAL UNEMPLOYMENT -- UI The amount computed by dividing the amount of compensation paid for total unemployment during a given period by the corresponding number of weeks for which compensation for total unemployment was paid.

AVERAGE-WEEKLY-WAGE FORMULA -- UI A benefit formula which uses a computation of an individual's average weekly wage during the base period as a basis for determining the individual's weekly benefit amount.

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B

BALANCE OF STATE (BOS) -- CETA The area which consists of all areas within a State which are not within the jurisdictions of local prime sponsors and, therefore, are served by the State acting as the prime sponsor.

BASE PERIOD (BASE YEAR) -- UI A statutory period of 12 consecutive months or, in some States, 52 weeks preceding the beginning of a benefit year during which an individual must have the required employment and/or wages in order to establish entitlement to compensation or allowances under an applicable program.

BASE PERIOD WEEKS -- UI Weeks of work within the base period necessary to meet the qualifying requirements for compensation or allowances under the eligibility provisions of some State unemployment compensation laws.

BASIC WEEKLY BENEFIT AMOUNT -- UI The weekly benefit amount of a claimant for a week of total unemployment excluding any allowance for dependents.

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BENEFICIARY -- UI A claimant who receives unemployment compensation or allowance payments under any State or Federal program.

BENEFIT BALANCE -- UI The unpaid portion of the potential benefits payable to a claimant during a benefit year or period of eligibility.

BENEFIT ELIGIBILITY CONDITIONS (ELIGIBILITY REQUIREMENTS) -- UI Statutory requirements which must be satisfied by an individual with respect to each week of unemployment for which compensation or allowance payments are claimed before payment for the week is made.

BENEFIT FORMULA -- UI A mathematical formula specified in State unemployment compensation law or Federal laws used as the basis for determining an individual's weekly benefit amount and potential maximum benefit entitlement.

BENEFIT PAYMENT ACCOUNT -- UI An account in the State unemployment fund which is a record of (1) deposits transferred from the Unemployment Trust Fund, and (2) withdrawals for the payment of benefits.

BENEFIT RIGHTS INTERVIEW -- UI Information provided to a claimant for the purpose of explaining the individual's rights and responsibilities under the applicable State unemployment compensation law or Federal law.

BENEFIT YEAR -- UI A period, generally a 52-week period, during which an individual claimant may receive his/her maximum potential benefit amount.

BUDGET APPROVED -- ES The amount approved by the ETA for the administration of a State ES agency for a given period and a statement on any limitations governing the expenditure of this money.

C

CALENDAR WEEK — UI A period of seven (7) consecutive days beginning and ending at Saturday midnight, used as a unit in the measurement of employment, unemployment, and insured unemployment.

CANCELLATION — BAT The deregistration of an apprenticeship program at the request of the program sponsor, BAT, and/or State Apprenticeship Council (SAC), or the termination of an apprenticeship agreement at the request of the apprentice or program sponsor.

CAPITAL IMPROVEMENT — CETA Any modification, addition, restoration or other improvement:

(1) which increases the usefulness, productivity, or serviceable life of an existing building, structure, or major item of equipment;

(2) which is classified for accounting purposes as a "fixed asset"; and

(3) the cost of which increases the recorded value of the existing building, structure, or major item of equipment and is subject to depreciation.

CAPITAL OUTLAY FUNDS — JC Funds other than center operational funds provided to centers for approved items of construction, rehabilitation, equipment and General Services Administration vehicle leases.

CAREER EMPLOYMENT EXPERIENCE (CEE) — OYP A program activity for in-school youth which is a combination of both well supervised employment (work experience or on-the-job training) supported under the Youth Employment and Training Program (YETP) and certain transition services including, at a minimum, career information, counseling and guidance.

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CASE FILE -- WIN The record maintained for each registrant during the course of his participation in the WIN program.

CENTER -- JC A Job Corps center.

CENTER OPERATIONAL FUNDS -- JC Funds provided by DOL for operating a center, including funds for food, corpsmember clothing, vocational training, education, residential and nonresidential support programs, corpsmember allowances, health care, allotments and travel, staff salaries, center lease costs when applicable, allowable administrative and maintenance costs, and operational supplies and materials.

CENTER OPERATOR -- JC The federal agency or contractor which runs a Job Corps Center under an agreement or contract with DOL.

CENTER REVIEW BOARD -- JC The group which reviews charges brought against corpsmembers for infractions of center rules.

CENTER STANDARDS OFFICER (CSO) -- JC The individual designated by the Center Director to enforce standards of conduct.

CERTIFICATE OF COMPLETION -- BAT A certificate issued in recognition of successful completion of apprenticeship.

CERTIFICATE OF REGISTRATION -- BAT A certificate issued by BAT to any apprenticeship program sponsor in a BAT State who has developed apprenticeship standards which meet the Bureau's minimum requirements.

*CERTIFICATION, BAT -- BAT Written approval by BAT of (1) a set of apprenticeship standards developed by a national committee or organization, joint or unilateral, for policy or guideline use by local affiliates, as substantially conforming to the standards of apprenticeship; (2) eligibility of an individual for probationary employment as an apprentice under a registered apprenticeship program; or (3) an on-the-job training program.

*See pp. 21-24.

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*CERTIFICATION, WIN -- WIN A written notice from the Separate Administrative Unit (SAU) that necessary supportive services have been arranged or are available to enable a WIN registrant to accept employment, training, or manpower services, or that no supportive services are needed and that the individual is at that time ready for employment or training.

*CERTIFICATION, CETA -- CETA A legally binding statement that certain requirements have been fulfilled.

CERTIFICATION FOR ADDITIONAL CREDIT ALLOWANCE -- UI

(1) To the Secretary of the Treasury. The certification by the Secretary of the Treasury on October 31 for the 12-month period ending on that date listing those States under whose unemployment compensation laws reduced rates were allowable with respect to such year only in accordance with the conditions for additional tax credit established by the Federal Unemployment Tax Act.

(2) To a State. The certification by the Secretary of Labor to a State that the provisions of its unemployment compensation law for reduced employer contribution rate are in accordance with the conditions for additional allowance established by the Federal Unemployment Tax Act.

CERTIFICATION OF APPROVAL TO THE SECRETARY OF THE TREASURY -- UI The certification by the Secretary of Labor on October 31 of each taxable year listing those States whose unemployment compensation laws and administration have, during the year, met the conditions for tax credit to employers established by the Federal Unemployment Tax Act.

CERTIFICATION PERIOD -- FS. The period for which households shall be eligible to receive authorization cards.

CETA - LEA AGREEMENT -- OYP A written agreement between a CETA prime sponsor and a local education agency (LEA) which sets forth the purposes and uses of at least 22 percent of Youth Employment and Training Program (YETP) funds which are required to be set aside for in-school youth. The agreement, which may be financial or non-financial, usually contains the following elements:

A. Assessment of Existing Resources
B. Specific Purpose, Goals and Objectives
C. Educational and Transitional Services to be provided and/delivery agents
D. Specific Outcomes Expected
E. Administrative Provisions.

*See pp. 21-24.

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CITY (STANDARD) CODE -- BAT A 4-digit number which identifies the cities within each of the respective States and outlying areas of the United States, the District of Columbia, and independent cities. (Specifications are set forth in the Federal Information Processing Standards; see FIPS-PUB 55).

CIVILIAN CONSERVATION CENTER (CCC) -- JC A center operated on public land under an agreement between DOL and another Federal, State, or local government entity, private nonprofit organization, or Indian tribe or organization, whose programs are focused on conservation, development and management of public resources, or development of community projects in the public interest.

CLAIM -- UI A notice of unemployment filed to request a determination of eligibility and the amount of benefit entitlement or to claim benefits or waiting period credit.

CLAIM SERIES -- UI A series of claims filed for continuous weeks of total, part-total, or partial unemployment.

*CLAIMANT -- UI A person who files either an initial claim or a continued week claimed under (1) any State or Federal unemployment compensation program or (2) any other program administered by the State agency.

*CLAIMANT, ELIGIBLE -- ES An individual who has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his benefit rights.

*CLAIMANT, UI/CETA APPLICANT -- CETA A CETA applicant who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit year has not ended.

CLAIMANT FRAUD -- UI The willful misrepresentation or non-disclosure of a material fact by a claimant for the purpose of obtaining benefits to which the individual is not entitled.

*See pp. 21-24.

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*CLASSROOM TRAINING (PRIME SPONSOR) -- CETA Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, through the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English-as-a-second-language training.

*CLASSROOM TRAINING (VOC.ED.) -- CETA This program activity is funded by the special governor's grant for the support of vocational education services detailed in nonfinancial agreements with CETA Title IIB prime sponsors. Provision of such training and services is through State Vocational Education Boards. (This program activity includes any training conducted in an institutional setting designed to provide individuals with technical skills and information required to perform a specific job or group of jobs.

CLEARANCE -- ES Activities in the placement process involving joint action of local offices in different labor market areas and/or States in the location, selection, and the job referral of an applicant to a job.

CLEARANCE APPLICANT -- An applicant (1) who desires employment in another labor market area (intrastate or interstate) and for whom a search for a clearance job opening has been initiated or (2) who cannot be placed locally and accepts referral to a clearance job opening.

CLEARANCE APPLICATION -- A form submitted by an applicant-holding office to an order-holding office that contains (1) a record of an applicant's qualifications for referral to a definite job opening, and (2) provision for reply by the order-holding office.

CLEARANCE JOB OPENING -- An opening that cannot be filled locally and which has been extended to other labor market areas by means of a clearance order.

CLEARANCE ORDER -- A special type of order, describing one or more hard-to-fill openings, which a local office or a State agency uses to request recruitment assistance from other local offices within the State or from other State agencies.

INTERSTATE JOB ORDER -- A clearance order which a State agency uses to request recruitment assistance from other State agencies. Job orders used for day-haul operations which extend across State lines are not included in this definition.

* See pp. 21-24.

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INTRASTATE JOB ORDER -- A clearance order which a local office uses to request recruitment assistance from other local offices within the State. Placement into a Statewide Job Bank system in and of itself does not make a job order an intrastate job order. The job order shall be an intrastate job order only if the order-holding-office makes the determination that workers are needed from other parts of the State which are not within commuting distance of the worksite.

CLEARANCE PLACEMENT -- A placement of an applicant by a local office which is located in a different labor market area from the one in which the employer is located.

CLEARING ACCOUNT -- UI An account maintained in a State unemployment fund in which is recorded all contributions or other items received in the fund pending transfer to the Unemployment Trust Fund, refunds, or other items of withdrawal.

CLIENT COMMUNITY -- CETA The group or groups of people to be served by a program or program activity.

COMBINATION AUDIT -- UI An audit which is not initiated by field audit assignment but is made in conjunction with another kind of field assignment, such as status report, money delinquency, or wage record protest.

COMBINED-WAGE-CLAIM -- UI A claim filed in one State against wage credits earned in two or more States.

COMMUNITY BASED ORGANIZATION (CBO) -- CETA A private nonprofit organization which is representative of the community or a significant segment of a community, and which provides employment and training services or activities. (Examples include: Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, the National Puerto Rican Forum, agencies serving women, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities (as defined in appropriate sections of the Rehabilitation Act of 1973, 29 USC S706), agencies serving youth, union-related organizations, and employer-related nonprofit organizations).

COMMUNITY RELATIONS COUNCIL -- JC The group of center and local individuals who meet periodically to promote harmonious relations between the center and the local community.

COMMUTER CLAIMANT — UI Under the Interstate Benefit Payment Plan, a worker who travels regularly across a State line from home to work, and by mutual agreement between States, is required to file in the State where the individual last worked.

COMMUTING TIME — WIN The total daily commuting time to and from home to a work or training site, not including the time required to transport a child to and from a child care facility.

COMPENSATION — CETA As applied to a participant in a CETA program, the wages and salary payable, but does not include fringe benefits or supportive services.

COMPENSATION — UI Money payments (including dependents' allowances) to individuals with respect to their unemployment, and includes regular, additional, and extended benefits (emergency compensation). Excludes assistance and allowance payment of Disaster Unemployment Assistance and Trade Readjustment Allowances.

COMPLAINT INVESTIGATION, EEO — An onsite analysis to determine if a complainant's charge of discrimination is justified.

COMPLETE AUDIT — UI An audit which covers the entire period involved, such as the statute of limitation period or the entire period since the last audit, but in all cases exceeding four calendar quarters.

*COMPLIANCE REVIEW, BAT — BAT A systematic examination of the operation of an apprenticeship program, its conduct, and the performance of the sponsor in its administration to determine whether all requirements of the BAT Regulations are being satisfactorily met, and whether any necessary corrective action is being, or has been taken.

*COMPLIANCE REVIEW, EEO — A review of a recipient's selected employment practices, facilities, or delivery of services for compliance with the various provisions of nondiscrimination in federally funded programs.

COMPONENT — WIN A structured, regularly scheduled program activity for certified registrants.

See pp. 21-24.

COMPREHENSIVE EMPLOYMENT AND TRAINING PLAN (CETP) -- CETA The plan of a prime sponsor for operating programs under the CETA, consisting of the Master Plan and Annual Plan.

COMPREHENSIVE PLACEMENT PLAN -- JC The center document which outlines placement objectives, utilization of staff and other resources, and specific areas of placement responsibility.

COMPUTATION DATE, EXPERIENCE-RATING -- UI The date as of which employer's experience is measured for the purpose of determining contribution rates.

COMPUTERIZED JOB MATCHING -- ES A process which provides a search of a computerized file of job orders against a computerized file of active applicant records or a search of a computerized file of applicant records against a computerized file of job orders.

BATCH MATCHING -- Computerized job matching when the inquiries made to the computer are grouped (batched) and processed on a periodic basis (usually overnight).

REAL-TIME MATCHING -- Computerized job matching when the inquiries made to the computer are answered instantaneously.

CONCILIATION -- WIN The informal process for resolving a registrant's complaint, grievance, or dispute at the project level prior to adjudication.

*CONSORTIUM -- CETA An entity formed by an agreement among local units of government, consistent with the requirements of the CETA Regulations to plan and operate a comprehensive employment and training program under CETA.

* See pp. 21-24.

*CONSORTIUM (INDIAN AND NATIVE AMERICAN MANPOWER PROGRAM) -- CETA An agreement, pursuant to CETA Regulations, among Indian tribes, bands, groups, Alaskan native villages, and/or public and non-profit agencies.

CONSTRUCTION -- CETA The erection, installation, assembly or painting of a new structure or a major addition, expansion, or extension of an existing structure, and the related site preparation, excavation, filling and landscaping or other land improvements.

CONTESTED CLAIM -- UI A claim which has not yet reached an appeal stage but benefit rights for either a monetary or nonmonetary reason are questioned by the State agency, the claimant, the employer, or another interested party.

CONTINUED CLAIM -- UI A claim filed by mail or in person for waiting period credit or payment for one or more weeks of unemployment.

CONTINUOUS WAGE AND BENEFIT HISTORY (CWBH) -- UI A computerized data bank containing operating facts of the unemployment insurance system, information relative to covered workers and characteristics of claimants.

CONTRACT -- A procurement instrument by which the Department of Labor, a recipient, or a subrecipient agrees to pay for property, services, supplies, materials or equipment.

CONTRACT CENTERS -- JC Centers administered under a contract between Job Corps and a corporation, partnership, public agency, or similar legal entity.

CONTRACTOR -- Any person, corporation, partnership, public agency, or other entity which enters into a contract with the DOL, a recipient or a subrecipient.

CONTRIBUTION REPORT -- UI An employer's quarterly report of total and taxable wages, the amount of contribution due a State unemployment fund.

CONTRIBUTORY EMPLOYER -- UI An employer who is required by the State unemployment compensation law to pay contributions into the State unemployment fund. Certain classes of employers are not required to pay contributions, but may elect to do so.

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* See pp. 21-24.

CONVENTION PLACEMENT SERVICE -- ES An extension of ES activities to assist professional organizations in expediting meetings between applicants and employers. Job Information Centers are set up by the ES at convention sites.

COOPERATING AGENCY -- ES An agency which pays its employees to perform job placement and related activities and which is cooperating with the employment service in coordinating employer contact activities and in sharing job openings under an agreement with the employment service.

CORPSMEMBER -- JC An individual who has been selected for enrollment in Job Corps shall be officially a corpsmember: For resident corpsmembers, from the date he or she leaves home to begin government-authorized travel to the assigned Job Corps center to the date of arrival at the official travel destination upon termination from Job Corps as authorized by the Center Director. For non-resident corpsmembers, from the time he or she arrives at any center activity or program each day until he or she leaves such activity or program.

CORPSMEMBER APPEAL RECORD -- JC The record of a corpsmember's Center Review Board hearing, including all documents pertaining to the case and any additional documents supporting the corpsmember's appeal of a disciplinary discharge.

CORPSMEMBER COUNCIL -- JC The group of elected corpsmembers who determine appropriate sanctions for minor infractions of rules, and who are overseen by the Center Standards Officer and the Center Director.

CORPSMEMBER COUNSELING RECORD -- JC The confidential compilation of significant contacts between a corpsmember and counselor or residential advisor along with ancillary information pertaining thereto, which is not a part of the terminated Corpsmember Personnel Record.

CORPSMEMBER HANDBOOK -- JC The document given all corpsmembers during orientation which outlines Job Corps center services, rules, and regulations.

CORPSMEMBER PERSONNEL RECORD -- JC The record compiled during enrollment and consolidated at a corpsmember's termination, which includes the Corpsmember Personnel Folder, containing documents relating to such matters as travel, allowances and allotments, and leave; the record of educational and vocational

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achievement; and the sealed health record envelope, containing the confidential health record.

CORPSMEMBER YEAR -- JC A period of time equivalent to a single corpsmember's being enrolled in Job Corps for one full year.

COST ABSORPTION PLAN -- ES A document prepared by the SESA to delineate specific activities where the Job Service Matching System is expected to bring out savings in either personnel or other resources.

COUNSELING -- CETA The process of assisting participants in realistically assessing their needs, abilities, and potentials; of providing guidance in the development of vocational goals and the means to achieve them; and of helping with the solution of a variety of individual problems occurring during participation.

COUNTY CODE -- ES, UI A 3-digit code for identifying counties and county equivalents which in some cases may be cities. Specifications are set forth in the Federal Information Processing Standards Publication 6-1 (FIPS PUP 6-1). The following are county equivalents: Washington, D.C., the independent cities of the States of Maryland, Missouri, Nevada, and Virginia, and the census divisions and boroughs of Alaska.

COUPON -- FS Any coupon, stamp, or type of certificate issued pursuant to the provisions of the Food Stamp Act.

COUPON ISSUER -- FS Any office of the State agency or any person, partnership, corporation, organization, political subdivision, or other entity with which a State agency has contracted for, or to which it has delegated functional responsibility in connection with, the issuance of coupons to households.

COURTESY CLAIM -- UI An interstate claim for week(s) of unemployment taken by a State other than the regular agent State from a visiting claimant with the permission of the liable State.

COVERAGE DETERMINATION -- UI A determination as to whether services performed for an employer constitute employment as defined under a State unemployment compensation law.

COVERED EMPLOYMENT -- UI Employment as defined in a State unemployment compensation law, performed for a subject employer, or Federal employment as defined in Chapter 85, Title 5, United States Code.

COVERED WORKER -- UI An individual who has earned wages in covered employment.

CRAFTWORKER -- BAT Any person who successfully completes an apprenticeship.

CREDIT ALLOWANCE -- UI Credit allowed an employer against the Federal unemployment tax for contributions paid into a State unemployment fund.

CREDIT MEMORANDUM -- UI A notice to the employer of contributions, interest or penalty overpaid.

CREDIT FOR PREVIOUS EXPERIENCE -- BAT Allowance of time as credit toward completion of apprenticeship for previous comparable work experience, training, or demonstrated proficiency, with commensurate wages.

CRITICAL SCORE -- ES A score on a test or a battery of tests that distinguishes between those applicants who are apt to be satisfactory in an occupation and those who would be less likely to be satisfactory. Also called the "minimum," "cutting," or "passing" score.

CURRENT INTAKE -- ES Those applicants present in a local office at a given time, except those who have been called in.

CURRENT SPELL OF UNEMPLOYMENT -- UI The number of uninterrupted weeks currently claimed by an individual, which includes waiting period, weeks of less than total unemployment and pending weeks, as well as weeks for which total benefits are claimed. (It includes weeks for which a claimant is disqualified if claims were filed for such weeks.) NOTE: The State Average equals weeks claimed divided by initial claims.

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DAY-HAUL OPERATION -- ES Assembly of workers at a pick-up point, transportation of them to farm employment, and return of workers to pick-up point on the same day.

DAY-HAUL (SUPERVISED) -- Day-haul activities in which State agency personnel (including volunteer farm representatives) actively participate at established assembly points in the daily referral of workers to employers.

DAY-HAUL ESTABLISHED (UNSUPERVISED) -- Day-haul activities in which State agency personnel make initial arrangements for bringing workers and the employers together but do not participate in the daily arrangements except to recruit additional workers as needed.

DAY-HAUL POINT -- A predesignated location where, through arrangements between a local employment office and workers and employers, workers are assembled daily to be transported to place of work.

DEBIT MEMORANDUM -- UI A notice to the employer of contributions, interest, or penalty due.

DECERTIFICATION -- ES The rescission by the Secretary of Labor of the certification made under section 5 of the Wagner-Peyser Act to the Secretary of the Treasury that the State agency may receive funds authorized by the Wagner-Peyser Act.

DEFENSE MANPOWER POLICY NO. 4-A (DMP-4A) -- A policy under which qualified employing establishments are given preferential consideration when bidding on Federal contracts. An employer or firm can become eligible for a labor-surplus set-aside award if it agrees to perform a substantial proportion of the contract in an area classified as a labor surplus area (as determined by DOL regulations), as of the date of the award. The employer self-certifies his eligibility for preference consideration at the time his bid is submitted, following guidelines furnished by the Federal procurement officer responsible for servicing the contract. Under DMP-4A, SESAs receive job openings from these firms on a voluntary basis and/or under the mandatory

program and refer qualified workers to such openings, making appropriate efforts to refer qualified individuals who reside in the labor surplus area. They also provide relevant labor market data and related information to assist employers apprenticeship and training agencies, and other community organizations in the initiation of industrial expansion programs in labor surplus areas.

DELINQUENT CONTRIBUTION REPORT -- UI A report that is not received from the subject employer by the due date (generally the last day of the month following the quarter of reference).

DELINQUENT CONTRIBUTIONS -- UI. The part of the tax, payable with the quarterly report which is not paid, or the tax which would be payable except for the fact that no report has been submitted.

DENIAL OF BENEFITS -- UI Action imposed by a nonmonetary determination or an appeals decision which cancels, reduces, or postpones a claimant's benefit rights.

DEPENDENT — CETA Any person for whom, both currently and during the previous 12 months, the participant has assumed 50% of their support, and is:

(1) a member of the immediate household; or

(2) not a member of the household, but a parent or child of the participant, or a relative of the participant who is unemployed because of a mental or physical disability.

DEPENDENTS' ALLOWANCE -- UI Special allowances provided under some State unemployment compensation laws to beneficiaries with family support responsibilities as defined under the statutory provisions of the laws.

DEREGISTRATION -- WIN The removal of an individual from the WIN program.

DESIGNATION OF HIRING AGENT -- ES A contractual form executed by the employer delegating hiring authority to the Employment Service and its affiliated State employment services.

DICTIONARY OF OCCUPATIONAL TITLES (DOT) -- ES, BAT A comprehensive reference work based on on-site analysis of jobs in the U.S. Economy. Jobs are classified in homogeneous occupational groupings and concisely defined in non-technical language. The publication contains definitions of U.S. job titles, number codes and worker function data.

DISASTER UNEMPLOYMENT ASSISTANCE (DUA) -- UI The Federal program that provides assistance payments to workers whose unemployment is attributable to situations declared as major disasters by the President of the United States.

DISCRETIONARY FUNDS -- OYP That portion of funds designated by law as the Secretary of Labor's funds to be allocated as the Secretary deems appropriate (in other words, to be allocated "at the discretion of" the Secretary).

DISCRIMINATION -- Behavior or practices which have the effect of denying equal opportunities for employment or participation in programs under ETA's authorizing legislations.

DISCRIMINATORY ORDER -- ES An order on which an employer or his representative includes nonperformance specifications based on race, creed, color, religion, national origin, age, handicap, or sex.

DISPENSARY/INFIRMARY -- JC The dispensary shall mean the area of the on-center health facility which serves ambulatory patients (out-patients) as distinct from the on-center infirmary which serves bed patients.

DISPLACED HOMEMAKER -- CETA An individual who:

(1) has not worked in the labor force for a substantial number of years but has, during those years, worked in the home providing unpaid services for family members; and

(2) (i) has been dependent on public assistance or on the income of another family member but is no longer supported by that income; or

(ii) is receiving public assistance on account of dependent children in the home, especially where such assistance will soon be terminated; and

(3) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

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DISPOSITION (CASE DISPOSED OF) -- UI A case where a decision has been made and where formal reopening (or further appeal or review) at the initiative of one of the parties or of an appeals authority would be needed to revive the case. A disposition may be accomplished by a decision or by such means as an appellant withdrawal, a dismissal of the appeal because of late filing or nonappearance of the appellant, a denial by a higher authority, after consideration of a request for reopening or remanding of the case, or a remanding of the case, after consideration by a higher authority. (Cases disposed of other than by decision are not counted as budgeted workload items.)

DISQUALIFICATION PROVISIONS -- UI The provisions of State unemployment compensation laws or Federal laws setting forth the conditions that bar an individual from receiving waiting period credit or payment of compensation for a specified period and/or reduce the maximum benefit amount or cancel wage credits.

DISRUPTIVE HOME LIFE -- JC A home life characterized by conditions such as:

(1) The youth's living in an orphanage or other protective institution;

(2) The youth's suffering from serious parental neglect;

(3) The youth's father or mother being a chronic invalid, alcoholic, narcotics addict, or having a serious mental disorder or other serious health condition.

DURATION (OF OPENING) -- ES The length of time that, in the opinion of the employer, a job will last. For reporting purposes this is broken into three groups: 3 days or less, 4 to 150 days, and over 150 days.

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EARNINGS ALLOWANCE -- UI The amount prescribed by State unemployment compensation laws that a claimant may earn without any reduction in the weekly benefit amount for a week of total unemployment.

ECONOMICALLY DISADVANTAGED -- CETA, ES A person who is either:

(1) a member of a family which receives public assistance;

(2) a member of a family whose income during the previous 6 months on an annualized basis was such that

(i) the family would have qualified for public assistance, if it had applied for such assistance; or

(ii) it does not exceed the poverty level; or

(iii) it does not exceed 70 percent of the lower living standard income level;

(3) a foster child on whose behalf State or local government payments are made;

(4) where such status presents significant barriers to employment,

(i) a client of a sheltered workshop;

(ii) a handicapped individual;

(iii) a person residing in an institution or facility providing 24 hour support such as a prison, a hospital or community care facility; or

(iv) a regular outpatient of a mental hospital, rehabilitation facility or similar institution.

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EMPLOYABILITY PLAN (EP) -- ES, WIN A written plan for a WIN registrant or an ES applicant attending counseling that sets forth that individual's occupational goal and the manpower and supportive services necessary for him to reach that goal.

EMPLOYEE CONTRIBUTIONS -- UI The unemployment compensation taxes required by some State unemployment compensation laws to be deducted by the employer from an employee's pay and paid with the employer's contribution to the State agency.

*EMPLOYER, APPRENTICE -- BAT A person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

*EMPLOYER -- ES A person, association, firm, or corporation which currently has a location within the United States, or a firm or corporation with a location in a foreign country, to which United States workers may be legally referred for employment, or the authorized representative of such a person, firm, or corporation. (For purposes of alien worker certification an employer also proposes to employ a full-time worker within the United States.)

EMPLOYER ACCOUNT NUMBER -- UI A unique identification number assigned by State agencies to subject employer accounts to control reporting and accounting functions. Not compatible with the Federal Employer Identification Number assigned by the Internal Revenue Service for Federal reporting and control purposes.

EMPLOYER CONTRIBUTIONS -- UI Taxes, including voluntary contributions and special assessments, paid by subject employers into a State unemployment fund.

EMPLOYER FIELD AUDIT -- UI A systematic examination and verification of a subject employer's books and records covering a specified period of time for which the employer is liable for reporting under the State unemployment compensation law.

EMPLOYER INFORMATION SYSTEM -- ES A computer system designed to organize and display data by employer and hiring location to assist in the operation and management of the employment service with special emphasis on employer services and job development.

EMPLOYER RECORD -- ES A confidential record which contains information about the organization, staffing, and other details of an employer's establishment and on local office working relations and activities with the employer that are pertinent to planning and providing adequate services to the employer.

* See pp. 21-24.

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EMPLOYER RELATIONS -- ES : Planned and systematic promotional contacts with employers and employer organizations including personal visits, promotional telephone contacts, mail, public media--radio, television, newspapers, professional and employer publications and other means for the purpose of promoting employer interest in listing job openings in all occupations and skills with ES local offices.

EMPLOYER SERVICES -- ES A term combining the broad spectrum of promotional activities and assistance through employer relations operations, and the technical assistance provided through the employer technical services activities, all directed toward improving employer participation in SESA programs and the stabilization of workforce conditions to provide more and better job opportunities for ES applicants and all the labor force.

EMPLOYER TECHNICAL SERVICES -- ES The services which are provided through local offices to employers and to labor and other organizations to aid them in resolving employment and training problems, including: (1) assistance in analyzing and evaluating the basic causes of in-plant manpower problems in individual establishments; and (2) giving assistance in the application and/or use of those materials, techniques, and related methods and information developed by the employment service which will aid in resolving these problems.

EMPLOYER TECHNICAL SERVICES VISIT -- ES A visit made by an employment service staff member to an employer's establishment (including union and employer organizations which are either employers or serve as hiring agents for employers) to provide technical assistance in analyzing and resolving employment problems.

EMPLOYER VISIT -- ES A visit made by a local office staff member to an employer's establishment (including union and employer organizations that are either employers or serve as hiring agents for employers, or that influence the hiring practices of employers) for one or more of the following purposes: (1) to explain or emphasize the services available to the employer through the employment service and to solicit the employer's cooperation with participation in ES manpower programs by listing his job openings with the ES local office in all occupations and skills; (2) to discuss and resolve questions or problems related to the filling of existing job orders, or (3) to provide nontechnical assistance in the solution of the employer's workforce problems.

EMPLOYER'S AUTHORIZED REPRESENTATIVE -- ES An employee of the employer whose position or legal status authorizes the employee to act for the employer.

EMPLOYING AGENCY — CETA Any public or private nonprofit employer which employs CETA PSE or CETA work experience participants and which establishes and maintains the personnel standards applicable to those participants covering such areas as wage rates, fringe benefits, job titles, and employment status.

EMPLOYING UNIT -- UI An individual or organization which employs one or more workers, subject under State or Federal unemployment compensation laws.

EMPLOYMENT -- ES The situation wherein a person(s) provides work or services for an employer for wages or salary. (For purposes of alien work certification employment is also permanent, full-time work of an employee by an employer other than one's self.)

EMPLOYMENT AND TRAINING SERVICES (FARMWORKER PROGRAM) -- CETA Such services as (a) orientation; (b) counseling; (c) job development; (d) referral; (e) job placement; and (f) followup.

EMPLOYMENT CAPACITIES APPRAISAL -- ES A procedure whereby a determination is made of the physical and mental activities which a person is capable of performing and the working conditions under which he/she can safely be employed.

EMPLOYMENT COUNSELING -- ES The process whereby a qualified employment counselor or a qualified counselor trainee assists applicants to gain a better understanding of themselves in relation to the world of work, so that the applicant can more realistically choose or change an occupation or make a suitable job adjustment.

GROUP COUNSELING -- The process whereby a trained counselor, using the principles of group dynamics in group discussion, assists selected applicants with similar counseling problems (such as inability to find or hold a job). Through peer interaction, group members are aided in achieving a better understanding of their problems and in clarifying or modifying feelings, attitudes, and behavior which are barriers to successful employment. Group counseling is an extension of the overall counseling process but does not replace the individual counseling interview.

GROUP COUNSELING SESSION -- A group meeting in which a qualified and trained counselor, using the principles of group dynamics, assists selected applicants, with similar counseling problems which lend themselves to this approach, to understand their problems better and to develop solutions to their problems.

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Group counseling is an extension of the individual counseling process and is conducted with applicants who have been given one or more individual counseling interviews before the group sessions.

Group counseling sessions are to be distinguished from group guidance sessions, which are concerned primarily with imparting labor market and other job-related information, rather than with resolving counseling problems.

EMPLOYMENT COUNSELOR -- ES A Job Service staff member who performs employment counseling and who meets or exceeds the minimum ETA national standards for the employment counselor classification.

COUNSELOR TRAINEE -- A Job Service staff member who performs employment counseling under close supervision of an employment counselor or an employment counseling supervisor, and who meets or exceeds the minimum ETA national standards for counselor trainee.

EMPLOYMENT SECURITY ADMINISTRATION ACCOUNT (ESAA) -- UI A special account in the Unemployment Trust Fund, financed by the Federal unemployment tax (FUTA), used to pay for the administration of the Federal-State employment security programs. Under certain conditions monies in this account are distributed to other special funds: (1) the Federal Unemployment Account (FUA); (2) the Extended Unemployment Compensation Account (EUCA); and (3) State Accounts in the Unemployment Trust Fund.

EMPLOYMENT SECURITY AUTOMATED REPORTING SYSTEM (ESARS) -- ES A subsystem of the Manpower Operations Data Systems (MODS) which generates statistical output reports based on data derived from the Applicant Data System (ADS) and the Job Bank.

EMPLOYMENT SECURITY AUTOMATION PROJECT (ESAP) -- ES, UI The DOL/ETA project to develop and implement automated employment security systems which will include: job service matching systems, on-line UI benefit determination systems, and automated tax accounting systems.

EMPLOYMENT SECURITY LAW -- ES, UI A body of law which establishes a free public employment service, or a system of unemployment insurance, or both, and which may also establish other systems compensating for wage loss, such as temporary disability insurance.

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EMPLOYMENT SERVICE (ES) -- ES The national system of public employment offices consisting of the United States Employment Service (USES), its grantee State agencies, and the various offices of the State agencies.

EMPLOYMENT SERVICE POTENTIAL (ESP) -- ES The number of employer hiring transactions for which the Employment Service has a reasonable expectation of making a placement.

EMPLOYMENT STATUS -- ES, WIN The indication of whether or not the individual is employed and the regular period of time that the individual is employed.

FULL-TIME EMPLOYMENT -- ES, WIN The 40-hour week, except where fewer hours are normal to the occupation, but on no account less than 30 hours per week.

PART-TIME EMPLOYMENT -- ES, WIN Employment in which a worker is regularly scheduled to work less than 30 hours a week.

NOT WORKING -- ES Situations where an individual does not have a job attachment at which he is working some portion of each week.

JOB ATTACHMENT -- ES, UI Situation where an individual is not working but who maintains an attachment to a job to which he plans to return. Such individuals are not working because they are on strike or due to a short-term layoff.

ENROLLED IN TRAINING -- ES An applicant for whom a notification or other specified form is received which indicates that the applicant is enrolled in the training designated on the form.

ENTITLEMENT AREA -- OYP A discrete geographic area which can be delineated by a single set of boundaries on a map, which will contain an Entitlement Project.

ENTITLEMENT PROJECT -- OYP A Youth Incentive Entitlement Pilot Project (YIEPP).

ENTRY LEVEL -- CETA The lowest position in any promotional line, as defined locally by collective bargaining agreements, past practice, or applicable personnel rules.

ENVIRONMENTAL HEALTH PROGRAM — JC The center program which sees that the center is free from environmental hazards to corpsmember and staff health and safety.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) — The basic right of every individual, regardless of race, creed, color, sex, national origin, handicap, or age to pursue job and training opportunities without being subjugated to discrimination under any program or activity supported by Federal funds in whole or part under the provisions of all authorizing legislation for which the Department of Labor has responsibility.

*ESTABLISHMENT — ES A public or private employing unit which produces and/or sells goods or services—for example, a mine, factory, or store. It is usually at a single physical location and engaged in one, or predominantly one, type of industrial activity. Each branch of subsidiary unit of a large employer in a geographical area or community should be considered an individual establishment, except that all such units in the same physical location shall be considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse or a department store) should also be considered as part of the parent establishment. For the purpose of the "seasonal farmworker" definition farm labor contractors and crew leaders are not considered establishments; it is the organization to which they supply the workers that are the establishments.

*ESTABLISHMENT, AGRICULTURAL — CETA An economic unit, generally at a single physical location, where business is conducted (for example: farm, orchard, plantation, ranch). For the purposes of the "seasonal farmworker" definition, farm labor contractors and crew leaders are not considered establishments; it is the organizations to which they supply the workers that are the establishments.

EXCESSIVE EARNINGS — UI Earnings in a week above the allowable amount prescribed by State unemployment compensation laws which result in disallowing benefit payments for the week.

EX-CONVICT, ECONOMICALLY DISADVANTAGED (TJTC) — See "TJTC Target Groups."

EXEMPT — WIN An Aid to Families With Dependent Children (AFDC) applicant or recipient who is not required by the Social Security Act to register for employment or training under the WIN program as a condition of eligibility for AFDC.

* See pages 21-24.

EXPERIENCE RATE — UI A rate of contribution that differs from the standard contribution rate, computed for an individual employer under the experience-rating provisions of a State unemployment compensation law.

EXPERIENCE-RATING — UI A method for determining the contribution rates of individual employers on the basis of the factors specified in the State unemployment compensation law for measuring employer's experience with respect to unemployment.

EXPERIENCE-RATING ACCOUNT — UI An employer account which is maintained by the State agency for the purpose of determining the contribution rate of the employer.

EX-SERVICEMAN — UI A person who had continuous active military service for at least 90 days, or was separated because of a service-incurred injury or disability, and was separated under conditions other than dishonorable. This definition is used in the determination of eligibility for Unemployment Compensation for Ex-Servicemen (UCX).

EXTENDED BENEFITS (EB) — UI The supplemental program that pays extended compensation during periods of specified high unemployment to individuals for weeks of unemployment after (1) they draw the maximum potential entitlement to regular compensation within their benefit year or (2) after their benefit year ends while they are in continued unemployment status and have insufficient wage credits to establish a new claim provided, however, that the extended benefit period in the State began prior to the end of their benefit year. Extended benefits paid to claimants under State unemployment compensation law are jointly financed on a 50-50 basis by State and Federal funds; extended benefits paid to Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX) claimants are totally financed by Federal funds.

EXTENDED UNEMPLOYMENT COMPENSATION ACCOUNT (EUCA) — UI An account in the Unemployment Trust Fund from which the Federal portion of sharable extended benefits and Emergency Compensation authorized by the Congress are paid to State agencies.

EXTENSION PROGRAM — JC A specialized Job Corps program which provides work experience and/or vocational training for corpsmembers who have completed training at a center.

F

FACILITY SURVEY — JC An in-depth engineering evaluation of an on-going center, including the utilization of center facilities, the condition of buildings and utility systems especially as they affect life and safety, facilities, maintenance procedures and problems, and the scope and estimated costs of site modifications required to meet building and safety codes and/or program requirements.

FAMILY — CETA, ES

(1) One or more persons living in a single residence who are related to each other by blood, marriage, or adoption. A stepchild or a stepparent shall be considered to be related by marriage.

(2) (i) For purposes of paragraph (1), one or more persons not living in the single residence but who were claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed, unless otherwise demonstrated, part of the other person's family.

(ii) An older worker (CETA definition, i.e., 55 years of age or older), whether living in the residence or not, or a handicapped individual who is 16 years of age or older may be considered a family of one when applying for programs under CETA.

(iii) An individual 18 or older, except as provided in (2)(i) and (ii) above, who receives less than 50 percent of support from the family, and who is not the principal earner nor the spouse of the principal earner shall not be considered a member of the family. Such an individual shall be considered a family of one.

FAMILY HEAD — CETA A member of a family of two or more persons and who is considered to be the head of the family by members of the family.

FAMILY MEMBER — CETA A member of a family of two or more persons who is not considered to be the head of the family by members of the family.

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UNRELATED INDIVIDUAL -- CETA A person who is (1) living with his family, 18 or older, receiving less than 50% maintenance from the family and is not the head of the family or the spouse of the head of the family, or (2) 14 or older and not living with his or her family.

FAMILY, ECONOMICALLY DISADVANTAGED (TJTC) -- See "TJTC Target Groups."

FAMILY INCOME -- CETA, ES All income actually received from all sources by all members of the family, durng the income determination period. Family size shall be the maximum number of family members during the income determination period.

(1) Family income shall include:

(i) gross wages and salary (before deductions);

(ii) net self-employment income (gross receipts minus operating expenses);

(iii) other money income received from sources such as net rents, OASI (Old Age and Survivors Insurance) social security benefits, pensions, alimony, child support, and periodic income from insurance policy annuities, and other sources of income.

(2) Family income shall exclude:

(i) non-cash income such as food stamps, or compensation received in the form of food or housing;

(ii) imputed value of owner-occupied property, i.e., rental value;

(iii) public assistance payments;

(iv) cash payments received pursuant to a State plan approved under Titles I, IV, X, or XVI of the Social Security Act, or disability insurance payments received under Title II of the Social Security Act;

(v) Federal, State, or local unemployment benefits;

(vi) payments made to participants in employment and training programs (including payments received under CETA Title IV or Title VIII or Title V of the Older Americans Act), except wages paid for PSE and OJT.

(vii) capital gains and losses;

(viii) one time unearned income, such as, but not limited to:

(a) payments received for a limited fixed term under income maintenance programs and supplemental (private) unemployment benefits plans;

(b) one-time or fixed-term scholarship and fellowship grants;

(c) accident, health, and casualty insurance proceeds;

(d) disability and death payments, including fixed term (but not lifetime) life insurance annuities and death benefits;

(e) one-time awards and gifts;

(f) inheritance, including fixed term annuities;

(g) fixed term workers' compensation awards;

(h) terminal leave pay;

(i) soil bank payments;

(j) agriculture crop stabilization payments;

(ix) pay or allowances which were previously received by any veteran while serving on active duty in the Armed Forces; and

(x) educational assistance and compensation payments to veterans and other eligible persons under Chapters 11, 13, 31, 34, 35, and 36 of Title 38, United States Code.

(xi) payments received under the Trade Readjustment Act.

FARM FAMILY -- CETA A family living in rural territory (outside the corporate limits of a city of 2,500 population or more, or outside an urbanized area contiguous to such a city) on places of 10 or more acres from which the annual sales of farm products amounted to $50 or more or on places of less than 10 acres from which annual sales of farm products amounted to $250 or more.

FARM INCOME -- ES, CETA Farm or nonfarm family income will be determined by location of residence as determined by the 1970 Census definition. Farm is the location category of individuals living in rural territory (outside the corporate limit of a city of 2,500 or more, or outside an urganized area contiguous to such a city) on places of 10 or more acres from which annual sales of farm products amounted to $50 or more, or on places of less than 10 acres from which sales of farm products amounted to $250 or more. Generally, the acreage/sales criteria will be satisfied by determining if the individual considers his/her residence to be an operating farm being worked by him/her or by members of his/her family.

FARMWORK -- CETA Work performed for wages in agricultural production or agricultural services as defined in the most recent edition of the Standard Industrial Classification (SIC) Code definitions included in industries 01--Agricultural Production-Crops; 02--Agricultural Production-Livestock excluding 027-Animal Specialties; 07--Agricultural Services excluding 074-Veterinary Services, 0752-Animal Specrality Services, and 078-Landscape and Horticultural Services.

FARMWORKER ORGANIZATION -- CETA. A private nonprofit organization directed principally by farmworkers.

FEDERAL BONDING PROGRAM (FBP) -- JC Fidelity bonding coverage offered by a State employment service to qualified job applicants who could not otherwise obtain it.

FEDERAL COMMITTEE ON APPRENTICESHIP -- BAT An advisory committee to the Secretary of Labor, appointed by him; composed of representatives of management, labor, and the public, and operating under charter filed with the U.S. Congress.

FEDERAL CONTINGENCY FUND -- UI An amount of money appropriated by Congress to meet certain unpredictable increases in costs of administration by State agencies arising from increases in workload or other specified causes.

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) -- UI The identification number assigned to employers by the Internal Revenue Service to control reporting and accounting functions. Not compatible with the employer account number assigned by State agencies.

FEDERAL PURPOSES -- BAT Any Federal contract, grant, agreement, or arrangement dealing with apprenticeship; and any Federal financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference, or right pertaining to apprenticeship.

FEDERAL UNEMPLOYMENT ACCOUNT (FUA) -- UI An account in the Unemployment Trust Fund from which repayable advances are available to States whose unemployment fund reserves are temporarily unable to meet current benefit payments.

FEDERAL UNEMPLOYMENT BENEFIT AND ALLOWANCE ACCOUNT (FUBA) -- UI A special fund financed by Congressional appropriation of general revenue funds for the payment of Federal unemployment benefits and allowances.

FEDERAL UNEMPLOYMENT TAX -- UI The excise tax imposed by the Federal Unemployment Tax Act on employers with respect to having individuals in their employ.

FEDERAL UNEMPLOYMENT TAX ACT -- UI Chapter 23 of the U.S. Internal Revenue Code (Sections 3301 - 3311).

FEDERAL UNEMPLOYMENT TAX RETURN -- UI An annual report by an employer to the Internal Revenue Service of the amount of Federal unemployment tax liability with respect to wages paid during the calendar year.

FINAL PAYMENT -- UI The last payment to a claimant which exhausts the individual's maximum potential benefit entitlement under a specific program.

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FINANCE CENTER -- JC The United States Army Finance and Accounting Center, Indianapolis, Indiana, which, under interagency agreement between DOL and the Department of Defense, handles the payment of corpsmember allowances, allotments, and transportation charges.

FINANCIAL ASSISTANCE -- CETA Any grant, loan, or any other arrangement by which the Department of Labor or recipient provides or otherwise makes available assistance in the form of:

(1) funds;

(2) services of Federal or recipient's personnel; or

(3) real and personal property or any interest in or use of such property, including:

(i) transfers or leases of such property for less than fair market value or for reduced consideration; and

(ii) proceeds from a subsequent transfer or lease of such property if the Federal or recipient share of its fair market value is not returned to the Federal Government or recipient.

FIRST PAYMENT -- UI The first payment for a week of unemployment claimed under a specific program.

FIRST PAYMENT TIME LAPSE -- UI A measurement in terms of days representing the length of time between the end of the first compensable week of total unemployment and the date of first payment for total unemployment.

FLEXIBLE WEEK -- UI A period of seven (7) consecutive days used as a unit in the measurement of employment or unemployment in which the day of the week, used as the beginning point, is different for individual claimants.

FOLLOW THROUGH -- ES A contact with an employer or applicant to check on a referral or otherwise complete the counseling or placement process.

FOLLOWUP -- ES The process of contacting or communicating with an applicant or employer to determine the suitability and success of the placement or other service to assure the resolution of an applicant's vocational problem.

FORMULA FUNDED -- OYP Those programs or parts of programs the funds for which are distributed to CETA prime sponsors through a formula usually specified in the law, and usually based on factors such as numbers of unemployed persons in an area, ratio of the number of persons in low-income families in the U.S., etc. The majority of the funds provided for Youth Community Conservation and Improvement Projects (YCCIP), Youth Employment and Training Program (YETP) and Summer Youth Employment Program (SYEP) are formula funded to the CETA prime sponsors.

FULL BENEFITS -- UI Amount of compensation to which a claimant is entitled for weeks of total unemployment.

FULL-TIME WEEK -- UI The number of hours or days per week currently established by schedule, custom, or otherwise, as constituting a week of full-time work for the kind of service an individual performs for an employing unit.

FUNCTIONAL EVALUATION -- JC A combined assessment of a corpsmember by the center health staff, and the residential living, counseling, education, and vocational training staffs which enables the Center Director to make an informed judgment as to whether the corpsmember should be retained, transferred, or terminated for health reasons.

FUNDING REQUEST -- CETA A formal proposal submitted by an applicant for funding under section 303 of CETA (i.e., Farmworker program) which details the type and extent of services to be provided to farmworkers and their dependents.

G

GENERAL ASSISTANCE RECIPIENT (TJTC) — See "TJTC Target Groups."

GOOD CAUSE -- WIN A finding by the WIN sponsor or WIN hearing officer that a registrant has an acceptable reason for refusing to participate in manpower or supportive services.

GOVERNING BODY -- CETA A body consisting of duly elected representatives or a body appointed by a duly elected official which has the authority to provide services to, and to enter into contracts, agreements and grants under CETA on behalf of the individuals who elected them or elected the appointing official, and which is recognized as having such authority by the appropriate Federal or State agencies.

GRANT ALLOTMENT -- CETA The total amount of funds planned at any given time to be granted to a prime sponsor or recipient for any fiscal year under Title IIB or Title IID of CETA.

GRANTEE -- CETA Any individual or organization which receives a grant from the Department of Labor to establish or operate any program or activity under CETA.

GRANTS TO STATES FOR ADMINISTRATION -- ES Money allocated to States under titles III and IX of the Social Security Act (including some general revenue funds) to administer the public employment service system established under the provisions of the Wagner-Peyser Act.

GRIEVANCE -- WIN An adjudicable issue initiated by a WIN registrant which does not involve the threat of WIN sanction. Grievances may include, but are not limited to, disputes over assignments where the registrant is not refusing the assignment, alleged discrimination, and complaints about eligibility for or amounts of WIN allowances.

GROUP GUIDANCE -- ES A technique whereby a trained employment counselor, or counselor trainee, uses principles of vocational guidance and counseling to assist small groups of selected applicants in locating, obtaining, interpreting and using occupational, educational, training, social and personal information needed for vocational exploration, decision-making and planning. Group guidance supplements, but does not supplant, the individual counseling interview.

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H

HANDBOOK OF OCCUPATIONAL KEYWORDS (HOOK) -- ES A written reference which describes computer-recognizable job information used in job matching.

** HANDICAPPED -- ES Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (For clarification, see the Federal Register, VOL. 43, No. 9, January 13, 1978.)

PHYSICALLY HANDICAPPED INDIVIDUAL -- ES A physically handicapped individual is a person who has one or more of the specific physical disabilities indicated in Part II of the Employment Security Manual.

MENTALLY RESTORED INDIVIDUAL -- ES A mentally restored individual is a person who falls into any of the three-digit codes (150-156) listed under "Neuropsychiatric" in Part II of the Employment Security Manual, and United Stats Employment Service Program Letters (USESPL) 1996 and 2461.

MENTALLY RETARDED INDIVIDUAL -- ES A mentally retarded individual is a person who has been classified as such on the basis of medical records, school records, or diagnoses by psychiatrists, psychologists, rehabilitation agencies or sheltered workshops. (See ES Manual, Part II.)

** HANDICAPPED -- CETA Any person who has a physical, mental disability which constitutes a substantial barrier to employment and can benefit from CETA services provided, as determined by the prime sponsor.

* See pp. 21-24.

HEAD OF HOUSEHOLD, FOOD STAMP -- FS. The member of the household in whose name application is made for participation in the Food Stamp program.

HEALTH CARE -- CETA. Includes, but is not limited to, preventive and clinical medical treatment, voluntary family planning services, nutritional services, and appropriate psychiatric, psychological and prosthetic services, to the extent any such treatment or services are necessary to enable a participant to obtain or retain employment under CETA.

HEALTH CARE, FARMWORKER -- CETA Includes but is not limited to preventive and clinical medical dental treatment for farmworkers and their dependents.

HEARING OFFICER -- WIN The hearing officer designated in the State WIN plan to hear and decide issues involving WIN registrants.

HIGHER AUTHORITY APPEAL -- UI The higher of two administrative authorities provided by State unemployment compensation law to make decisions with respect to appeals.

HIGH-QUARTER FORMULA -- UI A benefit formula which uses an individual's highest quarter of wages in the base period to compute the weekly benefit amount.

HOUSEHOLD -- FS only (1) An individual who lives alone or who, while living with others, customarily purchases food and prepares meals for home consumption separate and apart from the others, or else pays compensation to the others for such meals, or (2) a group of individuals who live together and customarily purchase food and prepare meals together for home consumption or else live with others and pay compensation to the others for such meals. In neither event shall any individual or group of individuals constitute a household if they reside in an institution or boarding house. For the purposes of this definition, residents of federally subsidized housing for the elderly and narcotics addicts or alcoholics who live under the supervision of a private nonprofit institution for the purpose of regular participation in a drug or alcoholic treatment program shall not be considered residents of institutions.

* See pp. 21-24.

IDENTIFICATION CARD, APPLICANT -- ES A card given to the applicant on which are recorded identifying information and the dates of his visits to the local employment office.

IMMIGRATION PROGRAM -- ES A DOL labor certification program to carry out the responsibilities of the Secretary of Labor under the Immigration and Nationality Act concerning aliens seeking admission to the United States for employment.

IMPREST FUND -- JC That revolving fund issued to another Federal agency by the Treasury Department after such department has approved the agency's request for an imprest fund and that agency's Imprest Fund Cashier, who may then make specified payments from the fund.

INACTIVATION -- ES The transfer of an application card from the active to the inactive file.

INACTIVE EMPLOYER -- UI An employing unit which no longer has covered employment in the State. Contributory employers are considered inactive when they have paid no wages in the State during the current and preceding calendar year.

INACTIVE FILE -- ES Any file of documents which are not in current use but which may be reactivated; e.g., inactive files of applications, claim record cards, benefit balance cards, and benefit ledger cards.

INCENTIVE ALLOWANCE -- WIN Cash payment of up to $30 per month, paid to a WIN registrant in a WIN component for which such payments are authorized.

INCOME DISREGARD -- WIN The first $30 and 1/3 of the balance (after $30 is subtracted) of a wage that is disregarded for certain recipients in the computation of the amount of the Aid to Families with Dependent Children (AFDC) assistance payment.

INCOME MAINTENANCE UNIT (IM) WIN The unit of the State or local welfare agency which accepts applications and determines an individual's eligibility for Aid to Families with Dependent Children (AFDC).

INDIAN OR ALASKAN ENTITY -- CETA An Indian tribe, band, or group, or an Alaskan native village or corporation or a private nonprofit Indian or Alaskan organization.

INDIAN BAND -- CETA A community of Indians which is recognized as an Indian entity, and which identifies itself in relationship to a historically recognized tribe, lives in a contiguous geographic area, has been historically recognized as such a community by other communities located in geographic proximity to the subject community, and which has an existing recognized system of selecting representatives who have authority to speak for and on behalf of the band.

INDIAN GROUP -- CETA Except in the case of Alaskan native groups, a community of Indians other than a band, which is recognized as an Indian entity, and which identifies itself in relationship to a historically recognized tribe, lives in a contiguous geographic area, has been historically recognized as such a community by other communities located in geographic proximity to the subject community, and which has an existing recognized system of selecting representatives who may speak for and on behalf of the group.

INDIAN TRIBE -- CETA A district political community which exercises powers of self-government and which has historically exercised such powers on behalf of individuals who identify themselves as Indians, and who, as a community, have been historically recognized as an Indian tribe. Such a tribe must have a system for selecting representatives to speak for and on behalf of the tribe.

INDIVIDUAL BASE PERIOD -- UI A base period which varies depending on the effective date of a new or transitional claim for each claimant.

INDIVIDUAL BENEFIT YEAR -- UI A benefit year which varies by State for an individual claimant as to starting date, and is generally the beginning of the calendar week in which the claimant first files a valid claim.

INDUSTRIAL CLASSIFICATION -- ES, UI A system used in assigning code numbers to employers and/or establishments, based on the nature of their activities, in order that data reported by them be grouped into industries and combinations of industries for purposes of analysis and publication. The system used by the State employment security agencies is contained in the Standard Industrial Classification Manual of 1972.

INDUSTRY CODE -- ES, UI The number which identifies the major industry or group of industries in the industrial classification system.

INDUSTRY DESCRIPTION -- ES, UI The description of the activities included in an industry which is identified by a code and title in an industrial classification system.

INDUSTRY ORIENTED WORK EXPERIENCE -- JC An experimental program for corpsmembers who have completed the Job Corps basic education competency and vocational skills programs to acquire both work experience and enhance the enrollees' work skills with a particular industry. This program contemplates a hiring commitment from the training contractor.

INDUSTRY TITLE -- ES, UI The title given to an industry which has been defined and given an industry code in an industrial classification system.

INDUSTRY TRAINING CENTER -- JC An experimental program whereby a large firm or industry either provides skill training standards and requirements for a center, or operates a center in which training is directly related to employment opportunities with that firm or industry.

INELIGIBLE EXPERIENCE-RATED ACCOUNT -- UI An employer account which has had an insufficient period of experience as of the computation date to qualify for an experience-rating computation.

INFORMATION STATIONS -- ES Points established on principal highways, commonly traveled by migrant agricultural workers, for the purpose of measuring the composition, volume, timing and direction of migratory movements supplying current crop and employment information to migrants and transmitting advice of the movements to local employment offices in destination areas.

INTERSTATE INFORMATION STATION -- A station, operated by a State agency, which provides services to all migrants between intrastate and interstate areas. These stations are usually located at strategic points on major highways traveled by migrants. They usually furnish, in addition to information and guidance services, rest stop facilities such as shelter, bath accommodations, water, and toilet facilities and overnight convenience for migrants and their families.

INITIAL CLAIM -- UI Any notice of unemployment filed (1) to request a determination of entitlement to and eligibility for compensation, or (2) to begin a second or subsequent period of unemployment within a benefit year or period of eligibility.

IN-KIND CONTRIBUTION -- WIN Non-cash contributions made by the WIN sponsor to the total funds available for a WIN project. This type of contribution consists of fairly evaluated equipment, services, etc.

IN-PERSON CLAIM -- UI A claim filed in person at an unemployment compensation office.

IN-SCHOOL -- CETA The status of being enrolled full-time and attending an elementary, secondary, trade, technical or vocational school, a college, including a junior community college or a university. An individual shall maintain the status of "in-school" between semesters or quarters or during the summer months provided that individual is scheduled to attend full-time the next regularly scheduled quarter of any of these schools.

IN-SCHOOL PROGRAM -- OYP A program which provides either or both career employment experience and transition services to in-school youth.

IN-SCHOOL YOUTH -- CETA A person age 14 to 21, who:

(1) is currently enrolled full-time in, and attending, a secondary, trade, technical, vocational school or junior or community college or is scheduled to attend full-time the next regularly scheduled quarter or semester of any of these schools; or

(2) has not completed high school and is scheduled to attend or is attending, on a full-time basis, a program leading to a secondary school diploma or its equivalent. Full-time may be defined by the requirements of the agency administering the program.

INSTITUTIONAL TRAINING -- WIN Vocational or other classroom training conducted by an instructor in a nonworksite setting.

INSTITUTIONS OF HIGHER EDUCATION -- CETA An educational institution in any State which:

(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate;

(2) is legally authorized within such State to provide a program of education beyond secondary education;

(3) provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program which is acceptable for full credit toward such a degree;

(4) is a public or other nonprofit institution;

(5) is accredited by a nationally recognized accrediting agency or association; and

(6) admits as regular students, persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the education offered by the institution.

INSURED UNEMPLOYMENT -- UI Unemployment during a week for which waiting period credit or benefits are claimed under the regular compensation programs, supplemental extended benefit programs, or the railroad unemployment insurance program.

INTAKE AND ASSESSMENT -- CETA Intake includes screening for eligibility; the initial determination as to whether the program can benefit the individual; the determination of the employment and training activities and services which would be appropriate for the applicant; the determination of the availability of an appropriate employment and training activity; a decision on selection; and dissemination of information on the program. Assessment services are designed, usually through interviewing, to determine each participant's employability, aptitudes, abilities, and interests and to develop a plan to achieve the participant's employment and related goals. Testing and counseling may also be utilized during the assessment process.

INTENSIVE MANPOWER SERVICES COMPONENT (IMS) -- WIN A structured component providing manpower and employment services to certified WIN registrants to assist them in obtaining unsubsidized employment.

INTERSTATE CLAIM -- UI A claim filed in one (agent) State based on monetary entitlement to compensation in another (liable) State.

INTERSTATE COMBINED-WAGE CLAIM -- UI A combined-wage claim in which the paying State is not the State in which the claim is filed and the interstate claims procedures are used in making the payment.

INTERSTATE RECIPROCAL COVERAGE ARRANGEMENT -- UI An administrative agreement between State agencies providing for coverage of an individual's services in the State where part of the individual's services are performed where the individual lives or where the employer maintains a place of business.

INTERSTATE CONFERENCE OF EMPLOYMENT SECURITY AGENCIES (ICESA) -- ES, UI An association of State employment security agency administrators whose objective is to advance employment security by encouraging the study, development, and acceptance of more efficient methods of administration. In cooperating with the U.S. Employment Service and Unemployment Insurance Service toward attaining this objective, it represents the collective viewpoint of State agencies.

INTERVIEW -- ES

APPLICATION INTERVIEW -- A face to face discussion between an employment service interviewer and an applicant for the purpose of (1) obtaining information about the applicant's qualifications for work; (2) ascertaining any need the applicant may have for employment counseling; and (3) providing information which may increase the applicant's opportunities for placement.

COUNSELING INTERVIEW -- A face-to-face interview in which an Employment Counselor or Counselor Trainee (1) helps an applicant resolve problems of occupational choice, occupational change, or job adjustment; and (2) obtains and records on the application and/or other appropriate applicant records one or more of the following: (a) a summary statement describing the counseling problem; (b) additional information contributing to a sharper definition of the problem or to its solution; (c) a statement of an occupational plan or recommendations for the solution of the problem; and (d) when pertinent, a statement elicited in the course of follow-up concerning progress in carrying out the counseling plan and any further services needed.

PRE-REFERRAL INTERVIEW -- A face-to-face discussion between an employment service interviewer and an applicant to determine the applicant's qualifications for and interest in a specific job opening.

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SELECTION INTERVIEW -- An interview in which (1) the qualifications of an applicant or group of applicants represented by a leader, are reviewed in relation to specific job openings which are available in the local office and for which the applicant or applicants may be qualified, and (2) the applicant or representative of a group of applicants and a staff member who is responsible for deciding whether to refer or reject the applicant or applicants for available job openings, participated.

SELF-APPLICATION INTERVIEW -- A face-to-face discussion between an employment service interviewer and an applicant to review the applicant's self-application card to insure that it contains information sufficient for purposes of selection.

INTERVIEWING AID -- ES Information material which serves as the basis for asking questions that assist the interviewer in obtaining information regarding the applicant's qualifications and interests in relation to an employer's requirements for a specific job.

INTERVIEWING GUIDE -- ES Information material which serves to acquaint the interviewer with the nature of a specific disability and the medical and psychological aspects of a disease, and which assists in assessing an applicant's employment capabilities in relation to a suitable field of work or specific job.

ITINERANT POINT -- ES, UI A location at which employment security services are provided on a scheduled part-time basis by staff from a local office operated at another location.

INTRASTATE CLAIM -- UI A claim filed in the same State in which the individual's wage credits were earned.

INTRASTATE COMBINED-WAGE CLAIM -- UI A combined-wage claim in which the paying State is also the State in which the claim is filed and to which the other State or States will transfer wage credits.

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J

JOB ANALYSIS -- ES The process of determining, by observation, interview, and study, the pertinent information relating to a specific job, including such factors as duties, responsibilities, worker traits, qualifications for employment, relation to other jobs, equipment and material used, and training and physical demands and environmental conditions data.

JOB BANK -- ES, WIN A computer assisted system which provides listings of current job openings in the area, on a regular basis, for distribution to ES and WIN offices and to cooperating agencies.

STATEWIDE JOB BANK -- A Job Bank system that provides listings of current job openings, on a regular basis, to all local offices in the identified labor market areas within the State.

JOB BANK OPENINGS SUMMARY -- ES A Job Bank subsystem which produces monthly job openings summary microfiche reports from Job Bank Master File computer tapes submitted by the ES State agencies to the processing distribution center in the Oklahoma Employment Security Commission.

JOB CORPS ADVANCED CAREER TRAINING (ACT) PROGRAMS -- JC An experimental program that will permit corpsmembers who have been in Job Corps at least 90 days to be enrolled in community colleges, four-year colleges and post secondary vocational schools, in order to achieve more advanced training opportunities.

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JOB CORPS CENTER REVIEW -- JC A systematic period evaluation conducted at individual centers by regional and/or national office personnel to assess the effectiveness of center programs, adherence to Job Corps policies, and compliance with contracts or agreements.

JOB DESCRIPTION -- ES A detailed description of a complete occupation which highlights such significant factors as duties, worker trait data, equipment, qualifications, relation to other jobs, training information, physical demands, environmental conditions, and employment factors.

JOB DEVELOPMENT -- ES, WIN, CETA The process of soliciting a public or private employer's job opening for a specific individual for whom an ETA program sponsor has no suitable opening currently on file.

JOB INFORMATION -- ES Information derived from data compiled in the normal course of employment service activities from reports, job orders, applications, and the like.

JOB INFORMATION SERVICE -- ES A unit or an area within an ES local office where applicants primarily, on a self-service basis or with minimum professional help, can obtain information about specific job openings and/or general job and occupational information.

JOB OPENING -- ES. A single job opening for which the local office has on file a request to select and refer an applicant or applicants.

AGRICULTURAL OPENING -- A request to select and refer an applicant to work in a agricultural establishment, major industry group 01, 02, or 07.

APPRENTICESHIP OPENING -- An opening providing an opportunity for training in a skill with a potential of not less than 2,000 hours of on-the-job training and related theoretical instruction.

CANCELLED OPENING -- A job opening on which action by the local office has formally ceased for any reason other than placement.

FILLED OPENING -- A job opening for which an applicant referred by a local office has been hired by an employer and has entered on the job.

JOB OPENING-CLEARANCE -- An opening which cannot be filled locally and which has been extended to other labor market areas by means of a clearance order.

MANDATORY LISTING JOB OPENINGS -- Job openings required to be listed with Federal State employment service systems by Federal contractors and subcontractors pursuant to Title 38, United States Code, Chapter 42. This includes openings by Federal agencies and Federal contractors and subcontractors (public and private) who hold contracts in the amount of $10,000 or more with Federal government agencies. Federal contractors are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, in jobs in all categories that are compensated on a wage or salary basis of less than $25 [illegible]. Full-time employment, temporary employment of more than 3 days' d[illegible] and part-time employment are included.

NONAGRICULTURAL OPENING -- A request to select and refer an applicant to work in a nonagricultural establishment, major industry group 08-99.

OPENING FILLED OTHER STATE (OFOS) -- The recording by the order-holding office of an opening filled by another State through clearance or job bank activity. (The placement is made by the applicant-holding office which must then report a placement against dummy job orders numbers 9999937, 9999947, 9999938, 9999948, 999998, as appropriate.)

UNFILLED OPENING -- An active job opening which the local office has on file for selection and referral of an applicant.

JOB ORDER -- ES A single request for referral of one or more applicants to fill one or more job openings in a single occupational classification; also the record of such request.

CLOSED ORDER -- An order on which local office action has ceased because all openings have been filled or cancelled.

OPEN ORDER -- An order which has not been filled or cancelled.

JOB ORDER MASTER FILE -- ES A file of computer processable records in magnetic (disk, tape) storage, of job orders with associated characteristics and cumulative totals of referrals and placements made against the job openings. The file will contain both open and closed orders. The closed orders will be purged on a chronological schedule or maintained indefinitely depending on local operating procedures.

JOB READY -- WIN An individual who has no barriers to employment.

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JOB RESTRUCTURING — CETA

(1) The procedure which includes:

(i) identifying the separate tasks that comprise a job or group of jobs;

(ii) developing new position descriptions which retain some of the tasks of the original job; and

(iii) developing a career ladder which builds upward from the new positions containing the lesser skilled tasks to regular jobs.

(2) A restructured job shall be clearly different from the original one in terms of skills, knowledge, abilities, and experience needed to perform the work.

JOB SERVICE -- ES The officially registered USES symbol or "service mark" per USA Certificate of Registration No. 1060475. The term JOB SERVICE shall serve as the single trademark by all State employment services in identifying their services to client jobseekers and employers. The term JOB SERVICE is synonymous with the term EMPLOYMENT SERVICE.

JOB SERVICE MATCHING SYSTEM -- ES A public employment service system which uses computer technology to match available jobseekers and job openings.

APPLICANT-ORIENTED MATCHING -- Individual applicant's records in the automated matching file are compared against job orders in the automated matching file to produce a listing of jobs that most closely meet his/her qualifications.

EMPLOYER-ORIENTED MATCHING -- Job orders in the automated matching file are compared against a file of all active applicant records in the automated job matching file to produce a listing of applicants most closely meeting the requirements of the order.

JOB SOLICITATION -- ES The process of soliciting employers' orders for workers seeking employment through the local office, except that solicitation for a specific applicant is defined as job development.

JOB SPECIFICATION -- ES. The job specification is a continuing record which (1) specifies those observed and verified facts about a specific job which are essential for locating a selecting worker for that job; and (2) expresses agreement as to

the requirements to be used by the employment service in selecting applicants for referral and by the employer in hiring workers for the specific job, usually involving the skills, knowledge, and abilities required.

JOB SPECIFICATION, EMPLOYER-PREPARED -- ES A statement, prepared by an employer for his own use, which contains information about the content of a job in his establishment, usually with a statement of physical and mental activities included.

JOINT APPRENTICESHIP COMMITTEE (JAC) -- BAT A committee of an equal number of representatives of employers and employees; established by an employer or groups of employers and bona fide collective-bargaining agent(s), to conduct, operate or administer an apprenticeship program by entry into agreements with apprentices selected for employment under the particular program.

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC) -- BAT A Joint Labor and Management Committee for apprenticeship training.

JOINT CLAIM -- UI A claim for benefits based upon work experience under both State and Federal unemployment compensation laws or under two Federal unemployment compensation laws.

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K

KEYWORD -- ES A word or group of words from the Handbook of Occupational Keywords (Hook) used for matching purposes on both job orders and application records.

KNOWLEDGE DEVELOPMENT -- OYP The process of identifying hypotheses and questions to be posed, and pursuing demonstration programs, research studies and vigorous program evaluations in order to determine what works best for whom, and under what circumstances. Knowledge Development is a primary aim of the new Youth programs.

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LABOR DISPUTE -- ES, UI Any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee.

LABOR MARKET AREA (LABOR AREA) -- ES, UI A geographic area consisting of a central city (or cities) and the surrounding territory, within a reasonable commuting distance.

LABOR MARKET INFORMATION (LMI) -- ES, CETA That body of information arising from the measurement and evaluation of the socioeconomic forces influencing the employment process in specific labor market areas. The factors that affect labor demand-supply relationships define the content of LMI and include population and growth and characteristics, trends in industrial and occupational structure, technilogical developments, shifts in consumer demands, unionization and trade disputes, recruitment practices, wage levels, conditions of employment, and training opportunities.

LABOR TURNOVER -- ES The gross movement of wage and salary workers into and out of employed status with respect to individual establishments. This movement, which relates to a calendar month, is divided into two broad types: Acessions (new hires and rehires) and separations (terminations of employment initiated by either employer or employee). Each type of action is cumulated for a calendar month and expressed as a rate per 100 employees. The data relate to all employees, whether full- or part-time, permanent or temporary, including executive, office, sales, other slaried personnel, and production workers. Transfers to another establishment of the company are included.

LAG QUARTER(S) -- UI The quarter(s) between the end of a base period and the quarter which includes the beginning date of the benefit year.

LEISURE TIME EMPLOYMENT -- JC Part-time paid employment of corpsmembers.

LIABLE STATE -- UI The State against which a worker files a claim for compensation through the facilities of another (agent) State.

LIMITED ENGLISH SPEAKING ABILITY -- CETA Inability of an applicant, whose native language is not English, to communicate in English, resulting in a job handicap.

LOCAL EDUCATIONAL AGENCY -- CETA

(1) Except for purposes of Youth Employment and Training Programs (YETP) under part 680 of CETA, a board of education or other legally constituted local school authority having administrative control and direction of public elementary or secondary schools in a city, county, township, school district, or political subdivision in a State, or any other public educational institution or agency having administrative control and direction of a vocational education program;

(2) For purposes of YETP under Part 680 of CETA, a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or a combination of such school districts or counties which are recognized in a State as an administrative agency for their public elementary or secondary schools.

LOCAL OFFICE -- ES, UI A full-time office of a State agency maintained for the purpose of providing placement and other services of the public service system and/or claim taking and related unemployment insurance services.

LOCAL OFFICE NUMBER -- ES, UI A 4-digit number used by a State agency to identify a particular local office within its system of local offices. Local office number may include a number assigned to a cooperating agency operating along the lines of a local office.

PSEUDO LOCAL OFFICE NUMBER — ES A 4-digit number assigned to a cooperating agency, which is used in the Employment Security Automated Reporting System (ESARS) for identification and processing of data from such agencies.

LOCAL OFFICE ADMINISTRATIVE AREA -- ES, UI The total geographical area in which a local office has the responsibility for performing the functions assigned to that office.

LOCAL WIN PLAN -- WIN The plan developed annually by local WIN sponsor and SAU staff which describes the operation of the WIN program for a specific local area.

LOW EARNINGS REPORT -- UI A report from an employing unit on the earnings of a worker whose hours of work and earnings have been reduced to the extent that the individual may be eligible for benefits or waiting period credit.

LOWER AUTHORITY APPEAL -- UI The lower of two administrative authorities provided by the State unemployment compensation law to make decisions with respect to appeals. A State agency with only one appeals authority should consider that as a lower appeals authority.

LOWER LIVING STANDARD INCOME LEVEL -- ES, CETA That income level (adjusted for selected Standard Metropolitan Statistical Areas (SMSAs) and regional metropolitan and non-metropolitan differences and family size) determined annually by the Secretary based upon the most recent lower living standard budget level issued by the Bureau of Labor Statistics of the Department of Labor.

LOW-INCOME HOUSING — CETA

(1) For weatherization or winterization projects, those dwellings occupied by persons whose family income does not exceed 125 percent of the poverty level and which are

(i) owned by the occupant;

(ii) publicly owned;

(iii) cooperatively owned; or

(iv) for projects funded and approved by the Federal Energy Administration, privately owned rental housing.

(2) For rehabilitation as part of community revitalization or stabilization, those dwellings occupied by persons whose family income does not exceed 80 percent of the median income for the area, in accordance with Section 8(f)(1) of the United States Housing Act of 1937 (42 USC 1437f) and which are:

(i) owned by the occupant;

(ii) publicly owned;

(iii) owned by a private nonprofit organization; or

(iv) cooperatively owned.

LOW-INCOME LEVEL -- CETA (A definition used only in the allocation of funds under CETA) An annual income of $7,000 with respect to income in 1969; for any later year it means that amount which bears the same relationship to $7,000 as the Consumer Price Index for that year bears to the Consumer Price Index for 1969, rounded to the nearest $1,000.

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ECONOMICALLY DISADVANTAGED EX-CONVICT (TJTC)
ECONOMICALLY DISADVANTAGED FAMILY (TJTC)
ECONOMICALLY DISADVANTAGED VIETNAM-ERA VETERAN (TJTC)
ECONOMICALLY DISADVANTAGED YOUTH (TJTC) —
For definitions of all of these terms, see "TJTC Target Groups" in this Glossary.

ELIGIBLE APPLICANT — CETA

(a) A recognized prime sponsor or a public agency designated by such prime sponsor to receive CETA section 303 (i.e., Farmworker program) funds;

(b) A private nonprofit organization authorized by its chapter or or articles of incorporation to provide such services as may be funded under the Migrant and Other Seasonally Employed Farmworkers Program.

ELIGIBLE DELIVERER -- JC Any individual or organization which is eligible to receive Federal funds from DOL to establish, operate or provide service to any Job Corps program or activity.

ELIGIBLE EXPERIENCE-RATED ACCOUNT -- UI An employer account which has had a sufficient period of experience as of the computation date to qualify for an experience-rating computation.

ELIGIBILITY REQUIREMENTS -- Those requirements specified in ETA program Federal Regulations and guidelines which must be satisfied by individuals in order to obtain benefits from ETA program sponsors.

ELIGIBILITY REVIEW AND REEMPLOYMENT ASSISTANCE PROGRAM (ERP) -- ES, UI Selection of UI claimants by discreet process for special interviews to explore continued eligibility for unemployment compensation and to provide intensive reemployment assistance through job search and training.

EMERGENCY ASSISTANCE -- CETA Temporary services on an emergency basis which are not immediately available from non-CETA section 303 (i.e., Migrant and Seasonal Farmworker Program) sources.

EMPLOYABILITY DEVELOPMENT SERVICES -- ES Assistance to applicants in overcoming identified problems associated with their physical or mental condition, lack of educational achievement, employment record, family problems, or other factors precluding their full employment.

M

MAIL CLAIM -- UI A claim filed by mail instead of being filed in person at an unemployment insurance office.

MAJOR MARKET -- ES Those relatively few employing units usually ranging from 15 to 20 percent of all employers in communities which ranked according to size from the largest downward account for approximately 75 percent of the nonagricultural employment in the area actively served by an ES local office.

MANDATORY OR NONEXEMPT REGISTRANT -- WIN An Aid to Families with Dependent Children (AFDC) applicant or recipient who is required by the Social Security Act to register for manpower services, training, or employment as a condition of eligibility for AFDC.

MANPOWER SERVICES -- WIN Employment and training services provided by the WIN sponsor, designed to improve the work skills of an individual and aid him to find employment.

MASS LAYOFF -- ES, UI A large-scale layoff which has significant impact on a community and which may require intensive service on the part of the local State Employment Security Agency (SESA).

MASS PARTIAL UNEMPLOYMENT -- UI Partial unemployment of a large number of workers in a given employing unit occurring at approximately the same time and arising from a reason common to all such workers.

MASS REFERRAL -- ES Referral of a group of workers to an employer who has requested workers on a group rather than on an individual basis.

MASS SEPARATION NOTICE -- UI A report in some States of a mass separation sent by an employer to the State agency listing the names of workers separated and other required data thus eliminating the need for individual separation notices.

MASTER PLAN -- CETA That part of the Comprehensive Employment and Training Plan (CETP) which serves as the long-term agreement between the Department and a prime sponsor.

MASTER SERVICES FILE -- ES A file of computer processable records in magnetic (disk, tape) storage of services provided to individual applicants during a fiscal year, or in special cases a pre-determined period of time (Summer Youth), or an indefinite period (WIN applicants). Each service record is identified by Social Security Number except for Mass Placements.

MAXIMUM BENEFITS SYSTEMS -- JC A center program to evaluate corpsmember progress and performance and to determine the services necessary for each corpsmember to achieve the maximum benefit from the total Job Corps program.

MAXIMUM POTENTIAL BENEFIT AMOUNT -- UI The largest amount of benefits for weeks of total unemployment that an individual may receive under a State or Federal unemployment compensation law.

MAXIMUM POTENTIAL DURATION -- UI The highest number of weeks of total unemployment for which benefits are payable to any claimant in a benefit year or other period of eligibility under a State or Federal unemployment compensation law.

MAXIMUM WEEKLY BENEFIT AMOUNT -- UI The highest weekly benefit amount for a week of total unemployment as provided under a State or Federal unemployment compensation law.

MENTAL HEALTH CONSULTANT -- JC A fully certified or accredited mental health professional who may be a qualified psychiatrist, clinical psychologist, psychiatric social worker, psychiatric nurse, or other professional whose background training and skills are appropriate to the mental health needs of the center.

MIGRANT -- ES A person who is either a migrant farmworker or a migrant food processing worker.

MIGRANT FARMWORKER -- CETA A seasonal farmworker (see definition) who performs or has performed farmwork during the preceding 24 months which requires travel such that the worker is unable to return to his/her domicile (permanent place of residence) within the same day.

MIGRANT FARMWORKER -- ES A seasonal farmworker (see definition) whose farmworker experience during the preceding 12 months required travel such that the worker was unable to return to his/her residence (domicile) in the same day. Migrant full-time students (e.g., shade tobacco summer employees) who travel in organized groups rather than with families are excluded.

MIGRANT FOOD PROCESSING WORKER -- ES A person who has had experience during the preceding 12 months doing food processing work (as classified in the 1972 Standard Industrial Classification (SIC) definitions 201, 2033, 2035, and 2037 for food processing establishments) for a scheduled period of less than 150 days provided that it required travel such that the worker was unable to return to his/her residence (domicile) in the same day.

MINIMUM POTENTIAL BENEFIT AMOUNT -- UI The smallest amount of benefits for weeks of total unemployment that an individual may receive under a State or Federal unemployment compensation law.

MINIMUM WEEKLY BENEFIT AMOUNT -- UI The lowest weekly benefit amount for a week of total unemployment as provided in a State unemployment compensation law.

MINOR MARKET -- ES Those nonagricultural employing units in the area actively served which are not included in the major market.

** See pp. 21-24.

MINORITY GROUP -- ES, UI Individuals Not Classified as "White, Not Hispanic" or "INA" (Information Not Available) under Race/Ethnic Group.

MINUTES PER UNIT (MPU) -- UI The unit of time expressed in minutes that it takes to process a workload function.

MONETARY DETERMINATION -- UI A written notice issued to inform an individual whether or not the individual meets the employment and wage requirements necessary to establish entitlement to compensation under a specific program, and, if entitled, the weekly and maximum benefit amounts the individual may receive.

MONETARY REDETERMINATIONS -- UI A record of a decision made after reconsideration and/or recomputation of a claimant's monetary entitlement based on the receipt of new employment and wage information, a nonmonetary determination, or a question raised by an interested party (whether or not a change is made in the original determination).

MONETARY PREDETERMINATION -- UI A monetary determination made by a uniform benefit year State prior to a claimant's filing a new or transitional claim for the ensuing benefit year.

MULTICLAIMANT APPEALS CASE (CONSOLIDATED APPEALS CASE) -- UI A case which, at the time of reporting, involves more than one claimant. A multiclaimant case should be reported whenever a group hearing is held and the resulting decision is applicable to more than one claimant.

MULTICLAIMANT NONMONETARY DETERMINATION -- UI A nonmonetary determination based upon a set of facts which concern more than one individual and which may result in the issuance of one or more notices, depending upon the number of individual claimants involved in the facts.

MULTIJURISDICTIONAL AGREEMENT -- CETA An agreement consistent with the requirements of the CETA Regulations between a State and any unit of general local government within the State that has a population of at least 100,000 persons, to plan and operate a comprehensive employment and training program under CETA.

MULTI-REGIONAL INPUT CENTER -- JC A center which receives corpsmembers from two or more DOL regions.

MULTISTATE WORKER -- ES An individual who performs service for one employer in more than one State.

N

NATIONAL COMMITTEE -- BAT The National Apprenticeship Committee representing the union or association.

NATIONAL COORDINATION COMMITTEE (NCC) -- WIN A committee established by the Social Security Act to administer the WIN program consisting of the Assistant Secretary for Employment and Training (DOL) and the Assistant Secretary of the Office of Human Development Services of the Department of Health, Education and Welfare (DHEW).

NATIONAL REVIEW PANEL (NRP) -- WIN The final level of administrative review in the WIN adjudication process which is comprised of the DOL Chief Administrative Law Judge and other Administrative Law Judges appointed pursuant to the Administrative Procedure Act's requirements and designated by the Chief Judge to serve as members of that panel.

NATIVE VILLAGE -- CETA Any tribe, band, clan, group, village, community or association in Alaska, listed in sections 11 and 16 of the Alaska Native Claim Settlement Act (Public Law 92-203) or which meets the requirements of that Act and which has been determined by the Secretary of the Interior to be composed of [illegible]or more natives.

NEIGHBORHOOD BASED ORGANIZATIONS (NBO) -- OYP Neighborhood groups organized at the local level to operate employment and training programs, and which have demonstrated local effectiveness. Such organizations can be private nonprofit organizations or associations.

NEW CLAIM -- UI The first claim filed in person, by mail, or telephone to request a determination of entitlement to and eligibility for compensation which results in an agency generated document of an appealable monetary determination provided to the potential claimant excluding transitional claims (one of three types of initial claims).

NEW HIRES -- ES Temporary or permanent additions to the employment roll of persons who have never before been employed in the establishment except employees transferring from another establishment of the same company or former employees not recalled by the employer (except employees transferring from another establishment of the same company).

NON-COVERED EMPLOYMENT (EXCLUDED EMPLOYMENT) -- UI Services which are excluded from employment as defined in the State unemployment compensation law.

NONFRAUD OVERPAYMENT -- UI An overpayment which the State UI agency determines is not due to willful misrepresentation.

NONJOINT APPRENTICESHIP SPONSOR -- BAT An apprenticeship program sponsor (1) without participation of a bona fide collective bargaining agent; or (2) by one employer or by two or more employers without union participation.

NONMONETARY DETERMINATION -- UI A decision made by the initial authority based on facts related to an "issue" under the following conditions: (1) the present, past, or future benefit rights of a claimant or claimants are involved; (2) a week of unemployment is claimed and the determination affects such week or could result in a reduction of the monetary award; (3) there are identifiable documents showing the type and disposition of an issue, the material facts considered in arriving at the determination, and the legal result; and (4) the determination, if it involves the denial of benefits, is issued in the form of a written determination notice to the claimant. (No determination denying benefits may be considered to be a nonmonetary determination until the claimant has been afforded an opportunity to furnish any facts he/she may have relating to disqualifying information received from other sources.)

NONMONETARY REDETERMINATION -- UI A decision made under statute, regulation or well defined policy specifically requiring the reopening of a nonmonetary determination prior to the administrative appeal stage, and which affirms, reverses, or modifies such determination.

NON-POSITIVE TERMINATION -- CETA The termination of a participant who leaves the program other than to enter employment or for a reason not specified in the definition of "other positive termination."

NONRECURRING PAYMENT -- WIN Payment made to a WIN registrant on a one time basis for certain training and/or work-related expenses.

NON-TAXABLE WAGES -- UI That part of total wages which is exempt or is in excess of wages taxable under the State unemployment compensation law and/or the Federal Unemployment Tax Act.

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NORMAL CREDIT ALLOWANCE -- UI A credit against the employer's tax liability under the Federal Unemployment Tax Act for contributions paid by the employer to a State unemployment fund.

NUTRITIONAL ASSISTANCE -- CETA Services including but not limited to assisting farmworkers and their dependents to obtain food stamps and vouchers, access to other food programs, representation at hearings involving nutritional assistance programs and limited direct cash purchases of food.

O

OBLIGATION -- CETA The amount of funds which a grantor has legally committed and authorized a grantee, subgrantee, or contractor to expend.

OCCUPATIONAL ANALYSIS -- ES The collection, organization, processing, adapting, or issuing of information about the duties, responsibilities, and performance requirements of jobs and the relationships that exist among jobs.

OCCUPATIONAL APTITUDE PATTERN (OAP) -- ES The most significant aptitudes of the General Aptitude Test Battery and the critical scores of these aptitudes established as minimum scores for a group of occupations having similar aptitude requirements.

OCCUPATIONAL CATEGORY -- ES, UI The category into which a particular occupational code falls, according to the following system:

First Digit of DOT Code	Occupational Category and Division
0 or 1	Professional, technical, and managerial
2 (2nd digit: 0-4)	Clerical
2 (2nd digit: 5-9)	Sales
3 (2nd digit: 0)	Domestic
3 (2nd digit: 1-9)	Other Service
4	Agricultural, fishery, forestry and related

First Digit of DOT Code	Occupational Category and Division
5	Processing
6	Machine Trades
7	Bench Work
8	Structural
9 (2nd digit: 0, 1)	Motor Freight, Transportation
9 (2nd digit: 2)	Packaging and Materials Handling
9 (2nd digit: 3-9)	Other

OCCUPATIONAL CLASSIFICATION -- ES (a) An identification of jobs according to similar significant factors involved in the job or group of jobs; (b) the process of determining a title and code number to be assigned to an application or job order; (c) the title or code of a job or group of jobs for which an applicant is qualified, as contained in the Dictionary of Occupational Titles.

ADDITIONAL OCCUPATIONAL CLASSIFICATION -- The occupational classification in any occupation for which an applicant is fully qualified, other than the occupation designated as his primary occupational classification.

OCCUPATIONAL CODE -- ES, UI, JC A symbol used to represent a given occupation or a group of occupations.

ENTRY CODE -- ES An occupational code assigned to an applicant not fully qualified to perform the duties of a specific occupation, on the basis of the applicant's potential qualifications (aptitudes, interest, or training).

PRIMARY OCCUPATIONAL CODE -- ES, UI A 9-digit code indicating the primary occupational classification assigned to an applicant. This classification reflects the occupation or field of work for which the applicant is best suited and in which the applicant has the best opportunity for employment.

OCCUPATIONAL EXPLORATION PROGRAM -- JC The center program whereby a corpsmember is made aware of the vocational training opportunities available on center.

OFFENDER — CETA Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom employment and training services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OLDER WORKER — CETA A person who is 55 years of age or older.

OLDER WORKER -- ES, UI An applicant or claimant who is middle aged or older (45 and over) and is encountering or may be expected to encounter difficulty in securing and maintaining employment because of age.

ON-THE-JOB TRAINING (OJT) — BAT, CETA, ES, WIN Training in the public or private sector given to an individual, who has been hired first by the employer, while he or she is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.

OPERATIONAL SUPPORT SERVICES -- JC Activities or services required ancillary to the direct operation of Job Corps, such as recruitment and screening services, union contracted vocational training and offcenter educational training, placement services, health services, and miscellaneous logistical services.

** See pp. 21-24.

ORDER FILE -- ES A file containing employer orders which is maintained by a local office.

ORDER-HOLDING OFFICE -- ES The local office which has received a job order from an employer for referral of one or more applicants. The local office holding this job order would be the one in whose administrative area the job work site is located or from which the work is directed. In the clearance process, this is a local office with an order for which it is unable to locate an adequate supply of qualified applicants from its local office administrative area and for which the assistance of other local offices is requested to locate and refer applicants.

ORIENTATION -- ES, WIN, CETA The function of providing individuals with information which would increase their awareness and understanding of those attributes other than job skills, required to obtain and hold a job. Orientation sessions may be for groups of individuals and might provide information on personal appearance, health, job hunting, employment, filling out applications or other forms, wages, taxes (such as Social Security), and transportation guides. In the case where the individual is participating in a specific ETA-sponsored program such as WIN or CETA, orientation also provides information on his/her rights and responsibilities with respect to that program.

OTHER ELIGIBLE FOR VETERANS PREFERENCE -- ES An applicant who is the spouse of: (1) any person who dies of a service-connected disability; (2) any member of the Armed Forces serving on active duty who, at the time of application, is listed by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: missing in action, captured in line of duty by a hostile force or forcibly detained or interned in line of duty by a foreign government or power; or (3) any person who has a total disability permanent in nature resulting from a service-connected disability; or the spouse of a veteran who died while a disability so evaluated was in existence.

OTHER POSITIVE TERMINATION -- CETA The termination of a participant who leaves the program for one of the following reasons: (1) enrollment in full-time academic vocational schools, (2) entrance into a branch of the Armed Forces, (3) enrollment in activities funded under another CETA title, (4) enrollment in a manpower program not funded under CETA, or (5) completion of program objectives not involving entrance into unsubsidized employment. This would include: participants enrolled in activity designed to provide incentives to remain in school who leave the activity but remain in school or who finish the school year; participants enrolled in upgrading training who complete such training; participants enrolled in the program to receive supportive services only who leave the program after receiving such services; and participants enrolled in the program to receive GED or other such

training who successfully complete the training, and for whom entrance into unsubsidized employment is not a program objective.

A participant who leaves a program funded by a CETA title and is enrolled in a program funded by another CETA title is to be counted as an "other positive termination" in the first program and as an "enrollment this year" in the second program. Participants who transfer between program activities within a single title program should not be counted as "other positive terminations."

OUTREACH -- ES, CETA An active effort on the part of program sponsor staff to encourage persons in the designated program administrative area to avail themselves of program services, such as counseling, employment, employment services, training, and other special program services, as appropriate.

OUTSTATIONING -- CETA The positioning of PSE or work-experience participants by an employing agency at a location or facility operated by an organization other than the employing agency so that the other organization supervises and assigns work to the participants.

OVERPAYMENT -- UI An amount of benefits paid to an individual to which the individual is not legally entitled, regardless of whether or not the amount is subsequently recovered or waived.

OVERPAYMENT DUE TO WILLFUL MISREPRESENTATION -- UI An overpayment for which facts material to the determination or payment of a claim are found to have been knowingly misrepresented or concealed by the claimant. (claimant fraud) in order to obtain benefits to which the invidiual is not legally entitled.

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PARTIAL BENEFITS -- UI Unemployment compensation of less than the full weekly benefit amount payable to a claimant.

PARTIALLY POOLED ACCOUNT -- UI An account maintained within a State unemployment fund from which benefits are payable to a claimant whose employer's reserve account is exhausted or is otherwise unavailable. Such an account is maintained only in those States whose unemployment compensation law provides for separate employer reserve accounts.

PART-TIME WORK -- ES Employment in which a worker is regularly scheduled to work less than 30 hours a week.

PARTICIPANT -- CETA An individual who is:

(1) declared eligible upon intake; and

(2) receiving employment, training or services (except post-termination services) funded under CETA following intake, except for an individual who receives only outreach and intake services.

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PAYING STATE -- UI Either (1) the State in which a claimant files a claim after qualifying in that State on the basis of combined employment and wages (thus filing an intrastate combined-wage claim); or (2) if a claimant files a claim in a State that is not the paying State under the criterion set forth in (1) or files a claim in Canada, the last State in which the claimant was employed in covered employment among the States in which the claimant qualifies for unemployment benefits on the basis of combined employment and wages (thus filing an interstate combined wage claim).

PERFORMANCE INDICATOR -- ES Qualitative and quantitative analytical measures of major ES activities, available quarterly on a Statewide, regional, and national basis for the purpose of evaluating employment service performance at all levels.

PERFORMANCE REQUIREMENTS -- ES The basic skills, knowledges, abilities, and responsibilities required of a worker for successful job performance.

PERIOD OF ELIGIBILITY -- UI The weeks in the benefit year which begin in an extended benefit period or an additional eligibility period, and, if the benefit year ends within the extended benefit period, any weeks thereafter which begin in the extended benefit period or the additional eligibility period.

PERIODIC AUDIT -- UI An audit initiated by field audit assignment and conducted periodically for selected employers to insure proper reporting.

PERIODIC INTERVIEW -- UI An interview conducted intermittently during an active claims series to explore the eligibility of the claimant and the degree of the claimant's attachment to the labor force and the possibilities for the claimant's reemployment.

PERSONNEL RECORDS -- ES Data kept by an employer pertaining to the workers in the establishment, their jobs, performance, work history, attendance, vacancies, and other information necessary for effective personnel management. Of particul interest to employment security operations are the following types of personnel records:

JOB INVENTORY -- A continuing or periodic record of jobs, workers, and vacancies in a plant or establishment.

TURNOVER AND ABSENTEEISM RECORDS — Continuing or periodic records which provide data on the number of employees separating or taking leave.

PHYSICAL DEMANDS ANALYSIS — That phase of job analysis by which the physical activities and environmental conditions involved in jobs are determined.

PHYSICAL DEMANDS INFORMATION SERIES — Volume of composite descriptions of the physical demands of occupations.

*PLACEMENT, CETA — CETA The act of securing unsubsidized employment for or by a participant.

* See pp. 21-24.

*PLACEMENT, ES — ES The hiring by an employer of an individual referred by the employment service for a job or interview providing that the employment service completed all of the following steps: (a) prepared a job order form prior to referral; (b) made prior arrangements with the employer for the referral of an individual or individuals; (c) referred an individual who had not been specifically designated by the employer; (d) verified from a reliable source, preferably the employer, that the individual had entered on the job; and (e) recorded the placement on appropriate employment service forms.

AGRICULTURAL PLACEMENT — A placement in an establishment primarily engaged in agricultural production (major industry group 01 and 02, or agricultural services (major industry group 07).

CLEARANCE PLACEMENT — A placement of an applicant by a local office which is located in a different labor market area from the one in which the employer is located.

INTRASTATE CLEARANCE PLACEMENT — A placement of an applicant by a local office which is located in a different labor market area in which the employer is located, but both are located in the same State.

INTERSTATE CLEARANCE PLACEMENT — A placement of an applicant by a local office which is located in a different State and a different labor market area from the one in which the employer is located.

LOCAL INTERSTATE PLACEMENT — A placement made by an Interstate Job Bank where the job opening is from one State and the applicant is referred by a local office from another State in the same labor market area.

LOCAL PLACEMENT — A placement made by a local office which is located in the same labor area as the employer.

MASS PLACEMENT — Placement of groups of applicants not involving individual selection and referral interviews, or the placement of a single applicant where circumstances precluded the preparation of an application card.

* See pp. 21-24.

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NONAGRICULTURAL PLACEMENT -- A placement in an establishment primarily engaged in activities classifiable in one of the major industry groups 08 through 99.

PRIVATE HOUSEHOLD PLACEMENT -- A placement in an establishment which is classified in major industry group 88.

PLACEMENT AGENCY -- JC An organization acting pursuant to a contract with or grant from the Job Corps which provides placement services to corpsmembers.

PLACEMENT, DIRECT -- CETA A participant who has been hired and has entered unsubsidized employment after receiving from the CETA program one or more of the following manpower services only: outreach, intake and assessment, job development, job referral/placement.

PLACEMENT, INDIRECT -- CETA A participant who has been hired and has entered unsubsidized employment after participating in CETA funded training, employment, supportive services, or manpower services other than outreach, intake and assessment, job development, and/or job referral/placement.

PLACEMENT, Job Corps --JC Terminated corpsmember enrollment, entry into the Armed Forces, or enrollment in other training or education programs

PLANNING CHARTER -- OYP A document which sets forth the basic principles of a program or programs, the constraints which must be considered, the realistic objectives and the programmatic implications.

POOLED ACCOUNT -- UI A fund in which all contributions are mingled and undivided and from which benefits are payable to all eligible claimants.

POTENTIAL DURATION -- UI The total number of weeks of total unemployment for which an individual claimant may receive benefits in a benefit year or period of eligibility under the entitlement provisions of a State or Federal unemployment compensation program or any other program administered by a State agency.

POVERTY LEVEL -- ES, CETA The annual income threshold below which families are considered to live in poverty, as determined in accordance with criteria established by the Director of the Office of Management and Budget.

* See pp. 21-24.

PRETESTING ORIENTATION TECHNIQUES -- ES

PRETESTING ORIENTATION EXERCISES (POE) -- Exercises designed to provide supervised practice on the type of items to be found in the General Aptitude Test Battery (GATB), and to develop facility in the use of a separate answer sheet.

PRETESTING ORIENTATION ON THE PURPOSE OF TESTING (POPT) -- A group lecture discussion method of orienting applicants to test taking (English and Spanish).

PRETESTING ORIENTATION BOOKLETS -- Two booklets given to applicants scheduled for testing; "Doing Your Best on Aptitude Tests" and "Doing Your Best on Reading and Arithmetic Tests."

*PRIME SPONSOR — CETA A recipient of financial assistance designated pursuant to appropriate sections of the CETA Regulations.

*PRIME SPONSOR (INDIAN AND NATIVE AMERICAN PROGRAM) -- CETA An Indian tribe, band, or group or Alaskan Native village, a consortium, or a public or private agency which has been given a grant by the Department of Labor to provide comprehensive manpower services under CETA.

PROBATIONARY PERIOD -- BAT A reasonable trial period for which full credit applies toward completion of apprenticeship.

*PROFESSIONAL ATHLETE CLAIMANT -- UI An individual whose services substantially consist of participating in sports or athletic events or training or preparing to so participate and whose eligibility for unemployment compensations is determined under appropriate sections of the Federal Unemployment Tax Act.

PROFESSIONAL WORK -- CETA Work performed by an individual acting in a bona fide professional capacity as such term is used in the Fair Labor Standards Act.

* See pp. 21-24.

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PROGRAM AGENT — CETA

(1) A unit of general local government with a population of at least 50,000 within the jurisdiction of a single prime sponsor;

(2) A combination of units of general local government (preferably contiguous) with a total population of at least 50,000 within the jurisdiction of a single prime sponsor which possesses:

(i) the legal authority to receive funds and to transact business throughout its jurisdiction in accordance with CETA and its Regulations, and

(ii) the administrative capability to plan, administer and operate an employment and training program.

PROGRAM AND BUDGET PLAN (PBP) -- ES, UI The annual planning document for the State Employment Security Agency (SESA) required by Section 8 of the Wagner-Peyser Act containing the SESA's detailed planning, programming, and budget for carrying out employment security activities.

PROGRAM DIRECTION FUNDS -- JC Funds provided by the Job Corps to Federal agencies which operate Civilian Conservation Centers (CCC's) to cover costs of general administrative services necessary for overall management above the center level.

PROGRAM FUNDING ESTIMATE — OYP The level of funds announced by the Department of Labor for each recipient which is a prime sponsor qualified under CETA for its planning purposes.

PROGRAM OF DEMONSTRATED EFFECTIVENESS — CETA A program which has demonstrated the capacity to achieve planned goals at reasonable costs within acceptable timeframes, and is either, (1) a program which has demonstrated to the prime sponsor that it has performed effectively within the prime sponsor's jurisdiction, or (2) a program which can demonstrate to the prime sponsor that it has carried out a similar program under similar circumstances in other jurisdictions and can carry out such program effectively within the prime sponsor's jurisdiction.

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PROGRESS/PERFORMANCE EVALUATION PANEL (P/PEP) -- JC The panel of representatives of center program components which convenes periodically as part of the maximum benefits system to evaluate individual corpsmember performance, and to make recommendations to the Center Director.

PROJECT -- CETA

(1) For the purpose of CETA public service employment, a definable task or group of related tasks which will be completed within eighteen months, has a public service objective, will result in a specific product or accomplishment, and would otherwise not be done with existing funds;

(2) For the purposes of Youth Community Conservation and Improvement Projects under CETA, a activity which provides constructive work, conducted by youth, under the guidance of skilled supervisors, which (1) results in tangible outputs or a specific product; (2) benefits the participants in terms of work habits, skills, and attainment of academic credit where applicable; and (3) will be completed within a definable period of time not to exceed 12 months.

PROJECT APPLICANTS -- CETA States and agencies thereof, units of general local government and agencies thereof, combinations or associations of such governmental units when the primary purposes of such combinations or associations is to assist such governmental units to provide public service, special purpose political subdivisions having the power to levy taxes and spend funds or serving such special purpose within an area served by one or more units of general local government, local educational agencies, institutions of higher education, community based organizations, nonprofit groups and organizations serving Native Americans, and other private nonprofit organizations or institutions engaged in a public service.

PROMOTIONAL TELEPHONE CONTACT -- ES A telephone call by a local office staff member to an employer's establishment (including union and employer organizations that are either employers or serve as hiring agencies for employers, or that influence the hiring practices of employers) for one or more of the following purposes: To explain or emphasize the services available to the employers through the employment service, and to solicit their cooperation and participation in ES manpower programs by listing their job openings with the ES local office.

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PROOF OF CREDIT -- UI A certification to the Internal Revenue Service of the amount of taxable wages reported and contributions paid to the State unemployment fund by a subject employer during a calendar year.

PUBLIC ASSISTANCE -- CETA Federal, State, or local government cash payments for which eligibility is determined by a need or income test.

*PUBLIC SERVICE EMPLOYMENT (PSE), CETA -- CETA The type of work normally provided by governments and includes, but is not limited to, work (including part-time work) in such fields as environmental quality, child care, health care, education, crime prevention and control, prisoner rehabilitation, transportation, recreation, maintenance of parks, streets and other public facilities, solid waste removal, pollution control, housing and neighborhood improvement, rural development, conservation, beautification, veterans outreach, development of alternative energy technologies, and other fields of human betterment and community improvement.

*PUBLIC SERVICE EMPLOYMENT (PSE), WIN -- A WIN-sponsored component which provides subsidized employment with public or nonprofit private agencies for individuals who cannot be placed in regular unsubsidized employment.

PURGE -- ES The removal of a record from an operating or reporting system. (For example, the removal of a job order record from the Employment Security Automated Reporting System (ESARS) or from a job bank, and the removal of an applicant record from ESARS or from the employment service operating system, such as destruction of applications that have been in the inactive file for a specified period of time. In Automatic Data Processing (ADP) operations, purged records may be retained on magnetic tape but are not a part of the regular operating or reporting system.)

* See pp. 21-24.

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QUALIFIED COOPERATIVE EDUCATION PROGRAM (TJTC) -- A program of vocational education for individuals who, through written cooperative arrangements between a qualified school and one or more employers, receive instruction (including required academic instruction) by alternation of study and school with a job in any occupational field (but only if these two experiences are planned by the school and employer so that each contributes to the student's education and employability).

QUALIFIED SCHOOL (TJTC) --

(i) a specialized high school used exclusively or principally for the provision of vocational education to individuals who are available for study in preparation for entering the labor market,

(ii) the department of a high school exclusively or principally used for providing vocational education to persons who are available for study in preparation for entering the labor market, or

(iii) a technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market.

QUALIFIED FIRST-YEAR WAGES (TJTC) -- Wages attributable to services rendered by a member of a targeted group during the one-year period beginning with the date the individual first begins work for the employer.

QUALIFIED SECOND-YEAR WAGES (TJTC) -- Wages attributable to services rendered by a member of a targeted group during the one-year period which begins on the date after the last day of the first year.

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QUALIFYING EMPLOYMENT AND WAGES -- UI The amount of employment and/or wages an individual must have within a specified period in order to be entitled to compensation under a specific program.

QUALITY APPRAISAL -- UI State self-appraisal to measure performance and promptness in the areas of UI benefits, appeals, and tax.

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RACE/ETHNIC GROUP — The basic racial and ethnic categories for all ETA programs are defined as follows:

WHITE, NOT HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK, NOT HISPANIC — A person having origins in any of the black racial groups of Africa.

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philipine Islands, and Samoa.

NOTE 1: With the exception of the CETA program, the race/ethnic group of an individual is identified on the basis of observation only, using the interviewer's knowledge of the characteristics common to each particular group. In CETA, the applicant indicates his/her race/ethnic group.

NOTE 2: INA (Information Not Available) is used only in the following cases:

(a) Where State law forbids the entry of race/ethnic information;
(b) For mailed UI claims;
(c) For mailed WIN applications;
(d) For mailed Food Stamp applications.

RATE OF PAY, JOB ORDER -- ES The amount of money per unit of time (not including commissions, tips or other perquisites) to be paid to workers for their services if placed on a job specified in an order.

1. Amount. Dollars or dollars and cents if unit of time specified is the hour.

2. Hours Worked Per Week. The number of hours an applicant is expected to work regularly each week.

3. Unit of Time. Hour, day, week, month, year or other. (Other denotes earnings substantially influenced by commissions, tips, or other perquisites)

RATE OF INSURED UNEMPLOYMENT -- UI The number of insured weeks claimed, as a percentage of UI covered workers.

RATE OF UNEMPLOYMENT -- CETA The number of unemployed persons, as a percentage of the total number of persons in the civilian labor force, as determined by the Secretary of Labor.

RATIO -- BAT The proportion of apprentices to craftworkers, consistent with proper supervision, training, and continuity of employment.

READJUSTMENT ALLOWANCE -- JC The money accumulated by and reserved for each corpsmember on a monthly basis during tenure in Job Corps which is paid in a lump sum after termination.

*RECIPIENT -- A State or local government, a Federally recognized Indian tribal government, a public or private institution of higher education, a public or private hospital, an Indian or Native American entity other than a Federally recognized Indian tribal government, or other quasi-public or private profit or nonprofit organization which receives financial assistance directly from DOL, through a grant to perform substantive work under ETA's authorizing legislations (employment, training, supportive services etc.)

* See pp. 21-24.

*RECIPIENT, AFDC -- WIN An individual who has been determined to be eligible to receive Aid to Families with Dependent Children (AFDC).

*RECIPIENT, SSI (TJTC) -- See "TJTC Target Groups."

RECOGNIZED STATE APPRENTICESHIP AGENCY OR RECOGNIZED STATE APPRENTICESHIP COUNCIL (SAC) -- BAT An agency or council constituted under a State apprenticeship law or Executive Order, and approved by the Bureau of Apprenticeship and Training as the appropriate body for State registration of local apprenticeship programs and apprentice agreements for Federal purposes.

RECORD CARD -- BAT A document used to maintain information on a monthly basis on the work experience, progress and ability of apprentices.

RECRUITMENT -- ES Act of soliciting applicants for specific or anticipated openings, using mail, radio, newspaper, and other promotional devices.

REFERRAL -- ES, CETA The act of bringing to the attention of an employer, a local office, a training sponsor, or a supportive service agency, an individual (or group of individuals) who need jobs, training, or related supportive services.

REFERRAL TO A JOB (JOB REFERRAL) -- ES

REFERRAL OF AN INDIVIDUAL -- The act of arranging to bring to the attention of an employer (or another local office) an applicant who is available for a job opening following a selection interview with the applicant.

MASS REFERRAL -- Referral of a group of workers to an employer who has requested workers on a group rather than on an individual basis.

*REGIONAL APPEAL BOARD -- JC The regional board which considers corpsmember appeals from disciplinary discharges.

REGIONAL AUTOMATION SYSTEM (RAS) -- The financial and management information system which maintains an integrated data base on all programmatic phases of ETA regional operations, except salaries and expenses (S&E). This data base contains (a) CETA planning data at the local and regional level; (b) financial data for all programs for which the regions are responsible; and (c) performance data for the CETA program.

* See pp. 21-24.

REGIONAL COORDINATION COMMITTEE (RCC) -- WIN The committee established in each region consisting of the Regional Administrator for Employment and Training (RA) and the Regional Administrator (RA) for the Office of Human Development Services of the Department of Health, Education, and Welfare (DHEW).

*REGISTRANT, BAT -- BAT Any person, association, committee, or organization in whose name or title the apprenticeship program is or is to be registered, irrespective of whether such entity is an employer.

*REGISTRANT, FOOD STAMP -- FS, ES An applicant subject to the requirements of the Food Stamp Act and for whom an ES-511 (Application Card), or its equivalent has been received in the Employment Service office from the State Welfare Agency.

*REGISTRANT, WIN -- ES, WIN An Aid to Families with Dependent Children (AFDC) applicant or recipient who has registered with the WIN sponsor for manpower services, training, and employment.

*REGISTRATION, BAT -- BAT The approval by BAT of a sponsor's apprenticeship standards which meet the Bureau's minimum requirements.

*REGISTRATION, ES -- ES The act of officially recording a person's availability for referral to job opportunities, training, and/or employability development services on an application.

*REGISTRATION, WIN -- ES, WIN The process whereby an Aid to Families with Dependent Children (AFDC) applicant or recipient completes all necessary registration requirements.

REGISTRATION AGENCY -- BAT The Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State Apprenticeship Agency recognized by the Bureau of Apprenticeship and Training.

REGISTRATION OF AN APPRENTICESHIP AGREEMENT -- BAT Acceptance and recording by the Bureau of Apprenticeship and Training or a recognized State Apprenticeship Agency of evidence of the participation of the apprentice in a particular registered apprenticeship program.

* See pp. 21-24.

REGISTRATION OF APPRENTICESHIP PROGRAM — BAT Approval and recording of such program by the Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by a Certificate of Registration or other appropriate documents.

REGULAR COMPENSATION — UI Benefit payments to individuals with respect to their unemployment under any State unemployment compensation law, including payments pursuant to 5 U.S.C. chapter 85, but not including additional, extended benefits, Disaster Unemployment Assistance, or Trade Readjustment Allowances.

REHABILITATION, VOCATIONAL — ES Under the auspices of a State agency, assistance to an individual through treatment and/or training in overcoming a physical or mental disability which constitutes a substantial handicap to suitable employment.

REIMBURSABLE EMPLOYER — UI Certain nonprofit organizations, State or local government and political subdivisions which elect or are required to pay to the State unemployment fund a sum in lieu of contributions as provided in the State unemployment compensation law (usually an amount equal to unemployment benefits drawn against such employer account).

REIMBURSABLE EMPLOYER ACCOUNT — UI An account maintained for a reimbursing nonprofit organization, State or local government, or political subdivision for the purpose of determining the amount of reimbursement to the State unemployment fund.

REINSTATEMENT — BAT Restoration of an inactive apprenticeship program or apprentice to an active status.

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RELATED INSTRUCTION -- BAT Organized, supplemental, theoretical instruction program to provide apprentices with information on technical subjects related to the trade, which may consist of study conducted in a local trade or vocational school or other educational institution; or supervised correspondence or self-study courses, as approved by applicable law or policy of the registration agency. A minimum of 144 hours per year of successful completion of study in such a program by each person serving an apprenticeship is recommended.

RELOCATION -- ES A system by which a worker moves self, family, and household goods outside the commuting area to an area in which the worker has secured employment.

RELOCATION ASSISTANCE -- CETA The activities necessary to arrange for a family to movew to a new abode for the purpose of receiving services and/or training which will lead to alternative job opportunities to seasonal farmwork. Activities may include but are not limited to: necessary employment and training services; the costs of the actual transfer of goods and property including mileage for the family's travel; emergency assistance; rent subsidies; and other supportive services.

RENEWAL -- ES The transfer from the inactive to the active file of the application of an applicant who is again considered to be available for referral to job openings.

REOPENED CLAIM -- UI The first claim filed following a break in claim series during a benefit year which was caused by other than intervening employment i.e., illness, disqualification, unavailability, or failure to report for any reason other than job attachment.

REPORTING REQUIREMENTS -- UI The rules, regulations or procedures of a State agency concerning the manner, frequency and time required for claimants to report to offices of the State agency. (This can be in person, by mail, by telephone, weekly, biweekly or less frequently.)

REQUEST REPORTING -- UI The method used by a State agency to obtain a wage and separation report from a base period employer(s) after the claimant files a new or transitional claim.

RESERVATION -- ES The geographically defined area or areas over which a tribal organization exercises governmental jurisdiction.

RESERVATION, FEDERAL -- CETA Lands, as identified by the Bureau of Indian Affairs, which have been set aside for Indian tribes and for which the United States is trustee, or non-trust land under the tribal jurisdiction.

RESERVATION, STATE -- CETA An Indian reservation recognized by the State in which it is located.

RESERVE ACCOUNT -- UI A separate account maintained in a State unemployment fund with respect to a subject employer to which are credited contributions paid by such employer and from which are payable all and only those benefits which are based on services performed for such employer.

RESIDENCE -- CETA, ES An individual's permanent dewelling or home. Maintenance of an address is not necessarily the same as residence.

URBAN APPLICANT -- ES An applicant living in the urbanized area of a Standard Metropolitan Statistical Area (SMSA), as defined by decennial census, or living in a place having a population of 10,000 or more outside of the urbanized area of an SMSA.

RURAL APPLICANT -- ES An applicant not living in the urbanized area of an SMSA, as defined by the decennial census, or not living in a place having a population of 10,000 or more outside of the urbanized area of an SMSA.

RESIDENTIAL SUPPORT -- CETA The provision of temporary housing for families receiving training, supportive services, or post-placement services. The grantee may offer such housing in several ways including but not limited to directly operating a residential facility with all necessary services or through the grantee's subsidizing all or part of the rental and utility costs for an enrolled family.

RURAL AREA -- ES An area which is not included in the urban area of a Standard Metropolitan Statistical Area (SMSA) and which has a population of less than 10,000.

S

SANCTION -- WIN Deregistration from WIN as a penalty which may result in the reduction or loss of the Aid to Families with Dependent Children (AFDC) assistance payment.

SCHOOL EMPLOYEE CLAIMANT BETWEEN TERMS -- UI An individual who is employed by elementary or secondary schools or institutions of higher education and whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act.

SCHOOL PROGRAM -- ES Formal arrangement between a local ES office and a school for the employment counseling and placement of youth, including graduates and dropouts, who are entering the job market.

SCREENING AGENCY -- JC An organization acting pursuant to a contract with or a grant from the Job Corps which recruits, screens, and enrolls youth into Job Corps.

**SEASONAL FARMWORKER -- CETA A person who during the 24 months preceding application was employed at least 25 days in farmwork (see definition) or earned at least $400 in farmwork; and who has been primarily employed in farmwork on a seasonal basis, that is, without a constant year-round salary. ("Seasonal farmworker" includes both migratory and nonmigratory farmworkers, but does not include nonmigratory individuals who are full-time students, or supervisors or other farmworkers.)

**SEASONAL FARMWORKER -- ES A person who has had at least 25 days experience during the preceding 12 months working for wages in farmwork for a scheduled period of less than 150 consecutive days in any one establishment engaged in agricultural production or agricultural services (as classified in the 1972 Standard Industrial Classification (SIC) definitions included in industries 01

** See pp. 21-24.

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through 07, except 027, 074, 0752, 0761, and 078). Nonmigrant individuals who are full-time students are excluded, as are migrant workers who are full-time students but who travel in organized groups rather than with their families. There are two types of seasonal farmworkers--migrant and nonmigrants. For the purpose of this definition, an individual who is hired repeatedly on a short term basis is a seasonal farmworker even if this results in his/her working for any one agricultural establishment for a period of 150 consecutive days or more.

SEASONALITY DETERMINATION -- UI A determination made as to whether the seasonality provision of the State unemployment compensation law shall be applied to the benefit rights of workers employed in seasonal operations of an industry, occupation, establishment or employer.

SELECTION -- ES The process of choosing an applicant for referral to a job, a training opportunity, or a supportive service by careful analysis of the applicant's work experience, training, interests, and needs in relation to the requirements of the job market.

SELECTION AND PERFORMANCE TESTING -- ES A term which refers to use of the Specific Aptitude Test Battery (SATB) and the proficiency test as each is defined under "Tests" in this Glossary.

SELECTIVE PLACEMENT -- ES The specialized technique used in placing handicapped applicants in jobs suited to their physical capacities, which includes individual appraisal, job analysis, and selective matching of the physical capacities and other qualifications of the applicant with the physical and other requirements of a job.

SELF-FILING (OF CLAIM) -- UI The partial or full completion of a claim form or request for monetary determination by the claimant.

SEPARATE ADMINISTRATIVE UNIT (SAU) -- WIN That unit of the State welfare agency established pursuant to the Social Security Act to administer the WIN program for that agency.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) -- A program authorized under the Older American Community Service Employment Act, Title V of the Older Americans Comprehensive Services Amendments of 1978, which is designed to provide, foster, and promote useful, part-time activities for economically disadvantaged persons who are 55 years old or older.

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SEPARATION NOTICE -- ES, UI An employer's report of the separation of one or more of his workers showing the date and reason for the separation and such other information as may be requ ed by the State employment security agency.

SEPARATIONS -- ES, UI All terminations of employment, generally classifiable as layoffs, quits, discharges, or other separations, as provided under applicable State laws. Transfers within the establishment or from regular activities to temporary construction activities are not considered as separations. Also, for ES purposes, a suspension from pay status with definite instructions for the employee to return to work within 7 consecutive days is not considered as a separation. Transfers from one establishment to another establishment of the same company are included in "other separations." When requesting information from employers, the following definitions should be used:

LAYOFFS -- A layoff is a suspension from pay status (lasting or expected to last more than 7 consecutive calendar days without pay for ES purposes and one or more days for UI purposes) initiated by the employer without prejudice to the worker for such reasons as: lack of orders, model changeover termination of seasonal or temporary employment, inventory-taking, introduction of labor saving devices, plant breakdown, shortage of materials; include temporarily furloughed employees and employees placed on unpaid vacations.

QUITS -- A quit is a termination of employment initiated by the employee for any reason except to retire, to transfer to another establishment of the same firm, or for service in the Armed Forces. Include a person who fails to report after being hired (if previously counted as an accession) and an authorized absence if on the last day of the month the person has been absent more than 7 consecutive calendar days.

DISCHARGES -- A discharge is termination of employment initiated by the employer for such reasons as incompetence, violation of rules, dishonesty laziness, absenteeism, insubordination, failure to pass probationary period.

OTHER SEPARATIONS -- Terminations of employment for military duty lasting or expected to last more than 30 calendar days, retirement, death, permanent disability, failure to meet the physical standards required, and transfers of employees to another establishment of the company.

SERVICE DELIVERER -- CETA An individual or organization with which the prime sponsor has executed a contract agreement for the provision of program activities, services, and/or administrative support.

SERVICE-CONNECTED DISABILITY -- ES The term "service-connected" means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated in line of duty in the active military, naval, or air service.

SERVICES -- ES Services refer to manpower activities related to training and employment efforts, such as those listed below, which are provided by employment service offices and which are designed to result in the training and/or employment of the applicant. Included among these services are the following: counseling, testing, job development contact, referral to training, referral to supportive service, job referral, and placement.

POSITIVE TERMINAL SERVICE -- This refers to placement in a job or enrollment in training.

OTHER SERVICES -- Services other than placement in a job or enrollment in training such as referral to job, referral to training, WIN appraisal interview, referral to supportive service, counseling, testing, or job development contacts.

SHORTAGE LIST -- ES A local office list showing the occupational titles and codes of jobs for which current demand for applicants cannot be satisfied by selection from the application file.

SHORT-TERM LAYOFF -- ES, UI Unemployment for a brief period due to certain conditions with assurance of returning to work with the same employer.

SIGNIFICANT SEGMENTS -- CETA The groups of the population identified in terms of the following demographic characteristics: age, sex, race, and national origin.

SIMILARLY EMPLOYED -- CETA The status of a person who is working for the same employer as the CETA participant, is doing the same type of work, and similarly classified with respect to employment status (e.g., full-time, permanent, or temporary).

SINGLE-CLAIMANT APPEALS CASE -- UI A case which, at the time of reporting, involves only one claimant. A single-claimant case should be reported for each claimant who files an appeal and for whom a separate hearing is scheduled (even though the appeal is a "token" appeal, the decision for which will affect many other workers.

SINGLE-CLAIMANT NONMONETARY DETERMINATION -- UI A nonmonetary determination based upon facts which relate to an individual situation and issued to a single claimant.

SIZE OF FIRM PROVISION -- UI The provision of a State unemployment compensation law or the Federal Unemployment Tax Act which specifies the minimum number of employees and/or the minimum period of employment or minimum payroll which an employing unit must have before it is liable as a subject employer.

SKILL LEVEL -- ES An arbitrary range in which are grouped jobs broadly similar to each other according to such factors as knowledge of process, exercise of judgment, manual dexterity, responsibility for product and equipment, length of training period, etc.

SOCIAL SECURITY ACCOUNT NUMBER (SSN) -- The 9-digit identification number assigned to an individual by the Social Security Administration under the Social Security Act.

PSEUDO SOCIAL SECURITY ACCOUNT NUMBER -- ES A temporary Social Security number, created by the use of the first three letters of the applicant's name, followed by applicant's date of birth in the form YYMMDD to make up nine positions. (In case of a two-letter last name, third position in psuedo SSN should be blank; e.g., IU 490322).

SPECIAL AUDIT -- UI An audit initiated by a field audit assignment for which the employer is selected because of one or more specific reasons known to exist when the assignment is made.

SPECIAL TAX RATE -- UI A rate assigned to the employer account that did not result directly from a computation method under regular experience-rating provisions of the State unemployment compensation law.

SPIKE CAMP -- JC A temporary residential facility which is established and maintained in support of an off-center vocational skills training project which is too far from the center for commuting.

SPLIT-HEARING -- UI A hearing on the same case at the same appeals level which is conducted at two or more separate locations, one for the claimant and one for the employer.

SPONSOR -- BAT Any person or organization operating an apprenticeship program, irrespective of whether such person or organization is an employer.

STAFF YEAR (PAID) -- ES A unit of measure that represents one full-time position (job) filled for a fiscal year.

STAFF YEAR ALLOCATED (PAID) -- ES The number of positions (estimated using the State's average cost per staff year) for which funds are allocated for a single year.

STAFF YEAR UTILIZED (PAID) -- ES The number of positions actually purchased during the fiscal year with the allocated funds.

STAFFING SCHEDULE -- ES A listing of jobs within organizational units in an establishment according to establishment titles, the number of workers in each job; and the treatment for conversion of these titles to titles and codes in the Dictionary of Occupational Titles.

STANDARD CONTRIBUTION RATE -- UI The basic rate of contributions from which variations are computed under the experience-rating provisions of a State unemployment compensation law.

STANDARD FUNCTIONAL TIME DISTRIBUTION CODE -- ES A system in which identifying numbers are assigned to each of the functions in a State employment security agency so that these identifying numbers, instead of names of functions, can be used by personnel to identify on a record the functions on which they worked for the amount of time shown.

STANDARD INDUSTRIAL CLASSIFICATION (SIC) MANUAL -- A reference work published by the Executive Office of the President, Office of Management and Budget, which was developed for use in the Classification of establishments by type of activity and is used primarily for statistical purposes.

SIC CODE -- The number which identifies an industry or group of industries in the industrial classification system.

STANDARD METROPOLITAN STATISTICAL AREA (SMSA) -- A census Bureau term to designate a given metropolitan area which contains at least one city of 50,000 inhabitants or more or twin cities with a combined population of at least 50,000. (For area titles, definitions, and codes, see FIPS-PUB No. 8-4.)

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STANDARD OCCUPATIONAL CLASSIFICATION MANUAL, 1977 -- Published by U.S. Department of Commerce. Development by an interagency committee under direction of Office of Management and Budget. Designed to maximize the analytical utility of statistics on labor force, employment, income, and other occupational data collected for a variety of purposes by various agencies of the U.S. Government, State agencies, professional associations, labor unions, and private research organizations. All job definitions in the Dictionary of Occupational Titles are also classified to Standard Occupational Classification.

STATE APPRENTICESHIP PROGRAM -- BAT A program registered with a State Apprenticeship Council as evidenced by a Certificate of Registration or other appropriate document.

STATE EMPLOYMENT SECURITY AGENCY (SESA) -- ES, UI, CETA. The agency within the State administrative structure, affiliated with the U.S. Employment Service (established by the Wagner-Peyser Act of 1933, as amended) and the Unemployment Insurance Service (established by Title III of the Social Security Act), which exercises control over the Unemployment Insurance Service and the Employment Service.

STATE FOOD STAMP AGENCY -- FS (1) The agency of State government including the local offices thereof, which has the responsibility for the administration of the federally aided public assistance programs within such State, and in those States where such assistance programs are operated on a decentralized basis, the term shall include the counterpart local agencies administering such programs, and (2) the tribal organization of an Indian tribe determined by the Secretary of Agriculture to be capable of effectively administering a food distribution program or food stamp program under the Food Stamp Act.

STATE HEARING OFFICIAL -- ES A state official designated to preside at State administrative hearings convened to resolve ES-related complaints pursuant to the ES Regulations.

STATE AND NATIONAL APPRENTICESHIP SYSTEM (SNAPS) -- BAT A computer-based program information system designed to collect essential apprenticeship activity data, on a continuous basis, on all registered apprenticeship programs throughout the United States and its territories. SNAPS provides uniform data on apprenticeship programs in every State, whether administered by the Bureau of Apprenticeship and Training or a State Apprenticeship Council (SAC). These SAC States and jurisdictions participate voluntarily in the SNAP system, allowing for the development of comprehensive apprenticeship statistics on a national basis.

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STATE PLAN -- WIN The State plan for Aid to Families with Dependent Children (AFDC) approved under the Social Security Act.

STATE PROGRAM SPONSOR -- BAT Any person or organization operating a State apprenticeship program, irrespective of whether such person or organization is an employer.

STATE (STANDARD) CODE -- BAT, ES, UI A 2-digit number which identifies the States of the United States, the District of Columbia, and territories of the United States. Specifications are set forth in the Federal Information Processing Standards (FIPS-PUB 5-1).

STATE UNEMPLOYMENT FUND -- UI A special fund established under a State unemployment compensation law for the receipt and management or contributions and the payment of unemployment compensation benefits. Included in this fund are monies in the benefit payment account, clearing account, and Unemployment Trust Fund account.

STATE WELFARE AGENCY -- WIN The welfare agency with authority to administer or supervise the administration of the State Plan approved under Title IV-A of the Social Security Act.

STATE WIN PLAN -- WIN The Statewide operational plan for WIN, covering Aid to Families with Dependent Children (AFDC) applicants and recipients who register for employment, manpower services, and training under WIN, developed by the WIN sponsor and Separate Administrative Unit (SAU) in each State and approved and supervised by the Regional Coordination Committee (RCC) under the Social Security Act.

STATUS DETERMINATION -- UI A decision by a State agency that an employing unit is or is not subject to coverage under the State unemployment law.

STATUS REPORT -- UI A report required of employing units giving the information on which the State agency bases its determination as to whether or not the employing unit is subject.

SUBGRANTEE -- CETA Any governmental unit or private nonprofit agency which receives a grant from a prime sponsor, grantee, or recipient under CETA.

SUBJECT EMPLOYER -- UI An employing unit covered under the State unemployment compensation law as a result of a status determination.

SUBRECIPIENT -- CETA Any person, organization or other entity which receives financial assistance under CETA through a recipient to carry out substantive work (e.g., employment, training, supportive services).

SUBSIDIZED EMPLOYMENT -- CETA Employment created in the public sector and in private nonprofit agencies which is financed by the prime sponsor's program funds. (Subsidized employment includes two types of activity which are different in nature and have distinct purposes -- transitional public service employment (PSE) and work experience. (NOTE: On-the-Job Training (OJT) is a reportable training activity, rather than subsidized employment.)

SUBSTANTIVE SCREENING ERROR -- JC Any error which violates the enrollment criteria specified in Job Corps regulations.

SUCCESSOR -- UI An employing unit which has acquired the organization, trade or business, in whole or in part, of another employer, declared subject as of the day on which it meets the requirement of the State unemployment compensation law for successorship.

SUFFICIENT SIZE AND SCOPE (INDIAN AND NATIVE AMERICAN PROGRAM) -- CETA An Indian tribe, band, group, or Alaskan native village, or a consortium of tribes, bands, groups, or Alaskan native villages composed of at least 1,000 individuals, who are capable of performing the functions necessary to administer a comprehensive manpower program and who have a governing body as defined in the CETA Regulations, or in the case of a consortium, is capable of performing the functions required of a governing body.

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) -- OYP Authorized by the Comprehensive Employment and Training Act, this program provides eligible youth with meaningful work opportunities and supportive services during the summer months to assist youth to develop their maximum occupational potential.

SUPPLEMENTAL BUDGET REQUEST -- ES, UI A request from a State Employment Security Agency (SESA) for funds in an amount estimated as necessary to cover costs for a given period of operation or project supported by its Program and Budget Plan.

SUPPLEMENTAL SECURITY INCOME (SSI) RECIPIENT (TJTC) -- See "TJTC Target Groups."

*SUPPORTIVE SERVICES, CETA -- CETA Services which are designed to contribute to the employability of participants, enhance their employment opportunities, assit them to retain employment or to participate in other employment and training activities funded under CETA, and facilitate their movement into permanent employment not subsidized under CETA. Such services include but are not limited to: health care and medical services, child care, transportation, temporary shelter, assistance in securing bonds, family planning services, legal services, and financial counseling and assistance.

*SUPPORTIVE SERVICES, ES/WIN -- ES, WIN Services supplemental to employment or training. (Supportive services for WIN registrants are provided or arranged by the Separate Administrative Unit (SAU)).

HEALTH -- ES A public or private agency or individual who provides medical, dental, or psychiatric examination or treatment.

REMEDIAL -- ES An agency or community group which has agreed to provide remedial service such as improvement of reading skills or speech training.

REFERRED TO CETA -- ES Referral of an applicant to the CETA program by an employment service local office that was not handling the CETA intake function (registrant for CETA program under Titles I, II, III, or VI).

OTHER -- ES An agency or community group which provides a supportive service (other than training) which the employment service is not equipped to provide and which is not included under rehabilitation, health, welfare, or remedial.

SUPPORTIVE SERVICES, FARMWORKER -- CETA Such services as health and medical service, child care, transportation, emergency assistance, relocation assistance, residential support, nutritional services, and legal services.

SUSPENSE -- WIN The status of a WIN registrant who is assigned to a non-WIN funded training or employment activity or program.

* See pp. 21-24.

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TARGET AREA -- CETA A geographic area to be served by a CETA section 303 (i.e., Migrant or seasonal Farmworkers Program) grant. Such an area may be a county, multi-county area, a State, or a multi-State area.

TARGETED JOBS TAX CREDIT (TJTC) -- A tax credit for private employers based on qualified wages paid to disadvantaged job applicants identified in seven targeted groups. The TJTC was established by the Revenue Act of 1978 (P.L. 95-600).

TAXABLE PAYROLL -- UI That part of the total payroll which is subject to the contribution provisions of the State unemployment compensation law.

TAXABLE WAGES -- UI That part of total wages which is subject to the tax provisions of the State unemployment compensation law, or wages subject to tax under the Federal Unemployment Tax Act.

TEMPORARY DISABILITY INSURANCE (TDI) -- UI A separately established and funded unemployment insurance program in some States to compensate weeks of unemployment due to temporary illness.

TERM OF APPRENTICESHIP -- BAT The length of time required to complete an apprenticeship, consistent with training requirements as established by industry practice, but in no case less than one year or 2,000 hours.

TEST AUDIT -- UI An audit which covers an examination of an employer's book and records for a period not exceeding one year or four selected quarters.

TESTS -- ES A standardized means of measuring an individual's possession of, interest in, or ability to acquire, job skills and knowledge. Use of tests by employment service staff must be in accordance with the provisions of:

(1) 41 CFR, Chapter 60, Part 60-3, EMPLOYEE TESTING AND OTHER SELECTION PROCEDURES; and

(2) 29 CFR Part 30, EQUAL [redacted]NT OPPORTUNITY IN APPRENTICESHIP AND TRAINING.

BASIC OCCUPATIONAL LITERACY TEST (BOLT) -- a measure of the basic reading and arithmetic skills of the educationally deficient.

BATERIA DE EXAMENES DE APTITUD GENERAL (BEAG) -- The Spanish language version of the General Aptitude Test Battery (GATB).

CLERICAL SKILLS TESTS -- Tests of skills and knowledge required in clerical occupations. These include typing, taking dictation and spelling.

COLOR VISION TEST -- A measure of color vision and color perception.

GENERAL APTITUDE TEST BATTERY (GATB) -- A multifactor or multiple aptitude test battery used by counselors to determine the individual's potential for acquiring the skills involved in many broad occupational groups. (If a GATB is given and multiscored for selection purposes, it is reported as an SATB. Only GATBs given for counseling purposes are reported as GATBs.)

INTEREST CHECK LIST -- A selected list of job tasks, used in counseling as an aid in determining vocational interests.

NONREADING APTITUDE T[redacted]ATTERY (NATB) -- A nonreading version of the GATB for use with educationally deficient individuals who do not have the literacy skills to take the GATB.

PROFICIENCY TESTS -- Devices to measure the skill or knowledge that a person has acquired.

SPECIFIC APTITUDE TEST BATTERY (SATB) -- An aptitude test battery developed to determine the individual's potential for acquiring the skill involved in a particular occupation.

USES INTEREST INVENTORY -- An inventory of occupational activities, occupational titles and occupationally related life experience activities used in vocational counseling. Counselees are asked to respond to the "inventory" items by indicating their likes and dislikes. Responses are scored for occupational interests in 12 areas of work.

TJTC TARGET GROUPS -- The seven targeted groups which are eligible for a Targeted Jobs Tax Credit (TJTC) to their employers, as follows:

ECONOMICALLY DISADVANTAGED EX-CONVICT — Any individual certified as one who:

(a) has been convicted of a felony under any statute of the United States or any State, and

(b) whose hiring date is not more than five years after the last date on which he/she was so convicted or released from prison, and

(c) is a member of an economically disadvantaged family. (See note below.)

ECONOMICALLY DISADVANTAGED YOUTH — Any individual certified as one who:

(a) is at least age 18 but not yet age 25 on the hiring date and

(b) is a member of an economically disadvantaged family. (See note below.)

ECONOMICALLY DISADVANTAGED VIETNAM-ERA VETERAN — Any individual certified as one who:

(a) (i) has served on active duty (other than for training) in the Armed Forces of the U.S. for a period of more than 180 days, any part of which occurred from August 4, 1964, through May 8, 1975, or

(ii) has been discharged or released from active duty in the Armed Forces of the U.S. for a service-connected disability if any part of such service occurred from August 4, 1964, through May 8, 1975, and

(b) who, during the 60-day period end on the hiring date, has not been on extended active duty for a period of more than 90 days other than for training,

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(c) is less than age 35 on the hiring date, and

(d) is a member of an economically disadvantaged family. (See note below.)

NOTE: For purposes of the TJTC program, a family is economically disadvantaged if, during the six months immediately preceding the month in which the hiring date occurs, the family income, on an annualized basis, is less than 70 percent of the BLS lower living standard.

The determination for family member and allowable family income will follow the definitions for "Family" and "Family Income" in this Glossary.

GENERAL ASSISTANCE RECIPIENT — Any individual who is certified as receiving money payments, based on need, from a qualified State or local general assistance program (the determination of whether or not a Program is "qualified" will be made by the Internal Revenue Service (IRS). The general assistance must have been received for a period of not less than 30 days (cumulative) ending within the 60 days immediately preceding the hiring date.

Qualified General Assistance programs within each State will be identified by the IRS. Formal notice will be provided by the IRS to each State Employment Security Agency in order to negotiate cooperative agreements.

SUPPLEMENTAL SECURITY INCOME (SSI) RECIPIENT — Any individual certified as one who is receiving Supplemental Security Income (SSI) benefits under Title XVI of the Social Security Act (including SSI benefits of the type described in Section 1616 of such Act of Section 212 of P.L. 93-66) for any month ending in the 60-day period which ends on the hiring date.

YOUTH PARTICIPATING IN A QUALIFIED COOPERATIVE EDUCATION PROGRAM — Any individual certified by a qualified school participating in the TJTC program as

(a) having attained age 16 and not having attained age 19; and

(b) not having graduated from a high school or vocational school, and

(c) being enrolled in and actively pursuing a qualified cooperative education program.

VOCATIONAL REHABILITATION REFERRAL -- Any individual certified as one who:

(a) has a physical or mental disability which, for that person, constitutes or results in a substantial handicap to employment, and

(b) has completed or is receiving rehabilitative services pursuant to:

(1) an individualized, written rehabilitation plan under a State plan for vocational rehabilitation services approved under the Rehabilitation Act of 1973, or

(2) a program of vocational rehabilitation carried out under Chapter 31 of Title 38, U.S. Code (these are vocational rehabilitation programs administered by the Veterans Administration).

TOTAL PAYROLL -- UI The total amount of wages paid or payable to workers for services performed during the period covered by the report.

TOTAL WAGES -- UI All wages or remuneration paid to workers on all payrolls.

TRADE -- BAT An occupation requiring manual or mechanical skill.

TRADE ACT OF 1974 (TRA) -- The Federal program for adjustment assistance allowances and employability services under the Trade Act of 1974.

TRADE READJUSTMENT ALLOWANCE (TRA) -- UI The Federal program that pays trade readjustment allowances to workers whose unemployment is certified as attributable to foreign imports.

TRAINEE -- BAT An individual (other than an apprentice) receiving on-the-job training.

TRAINING -- ES A planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for suitable employment.

TRAINING ACHIEVEMENT RECORD -- JC A Job Corps approved document used to record the step-by-step attainment of specific vocational skills by each corpsmember.

TRAINING-RELATED EXPENSES (TRE) -- WIN Those expenses, reimbursable from WIN funds, that are incurred by individuals participating in WIN program components and activities.

TRANSACTION -- ES A single ES activity performed in behalf of an individual seeking assistance and/or the result of such an activity, e.g., applicant registration; referral to a job, training opportunity or supportive service; counseling; interview; testing; job development; job placement; negative job referral; enrollment in training; and inactivation of an applicant registration.

TRANSFER -- ES The exchange or reassignment of an employee from one branch, department, shop, or position to another in an employing establishment.

TRANSFERRING STATE -- UI A State that transfers wage credits earned in that State by a combined-wage claimant to the State which is the paying State.

TRANSIENT CLAIMANT -- UI A claimant who is moving from place to place in search of work and who indicates to the agent State local office that he/she will be in the area served by the local office for less than a full claims reporting period.

TRANSITION SERVICES -- OYP Services and activities which are designed to assist youth to make the transition from school to unsubsidized jobs in the labor market. These services may include, but are not limited to:

A. Outreach, assessment, and orientation;
B. Counseling, including occupational information and career counseling;
C. Activities promoting education to work transition;
D. Provision of labor market information;
E. Services to youth to help them obtain and retain employment;
F. Literacy training and bilingual training;
G. Attainment of certificates of high school equivalency;
H. Job sampling, including vocational exploration in the public and private sector;
I. Institutional skills training;
J. Transportation assistance;
K. Child care and other necessary supportive services;
L. Job restructuring to make jobs more responsive to the objectives of this subpart, including assistance to employers in developing job ladders of new job opportunities for youth, in order to improve work relationships between employers and youth;
M. Provision of information regarding employment and training related opportunities;

N. Job development, direct placement, and placement assistance to secure unsubsidized employment opportunities for youth to the maximum extent feasible, and referral to employability development programs;
O. Assistance in overcoming sex-stereotyping in jobs development, placement, and counseling; and
P. Outreach and other services to increase the labor force participation rate among minorities and women.

TRANSITIONAL CLAIM -- UI A new claim filed to request a determination of eligibility and establishment of a new benefit year having an effective date within the 7-day period immediately following the benefit year ending date and a week for which compensation or waiting period credit was claimed (one of three types of initial claims).

TRANSITIONAL WORK EXPERIENCE -- JC An experimental program for youth who have completed the Job Corps basic educational competency and vocational skills program, but lack work experience, to acquire the necessary self discipline and interpersonal relationship necessary to compete in the world of work.

TRANSPORTATION -- CETA A supportive service which is arranged or provided for participants to insure mobility between home and the locations of training, employment, and other supportive services.

TRAVEL PACKAGE -- JC The itinerary, meal ticket(s), transportation ticket(s) and any instructions necessary for a corpsmember to depart from and arrive at specific destinations.

U

UNASSIGNED RECIPIENT -- WIN All WIN registrants who are Aid to Families with Dependent Children (AFDC) recipients and who are not: (1) working registrants, (2) in part-time employment status, (3) in a component, (4) in another WIN non-component activity, nor (5) in 60-day counseling.

UNAUTHORIZED GOODS -- JC Firearms and ammunition: explosives and incendiaries; knives with blades longer than 2"; homemade weapons; all other weapons and instruments used primarily to inflict personal injury; stolen property; drugs, including marijuana, depressants, stimulants, hallucinogens, tranquilizers, and drug paraphernalia except as such drugs and/or paraphernalia are prescribed for medical reasons.

UNEMPLOYED FATHER (UF) -- WIN A father who is unemployed but employable, living in the home, in a State electing to provide assistance payments to families with needy children when the need arises because of the father's unemployment or underemployment of no more than 100 hours per month.

UNEMPLOYMENT COMPENSATION (UC) -- UI The State programs that provide benefits to individuals covered under State and Federal unemployment compensation laws, supplemental extended compensation (payable to eligible individuals under other provisions of State and/or Federal laws during periods of high unemployment) and other special programs which compensate individuals involved in situations which adversely affect their employment status through no fault of their own.

UNEMPLOYMENT COMPENSATION FOR EX-SERVICEMEN (UCX) -- UI The Federal program that provides benefits to ex-servicemen established by 5 United States Code, Chapter 85. Supplemental extended compensation is payable to ex-servicemen under other provisions of State and/or Federal laws during periods of high unemployment.

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UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) -- UI The Federal program that provides benefits to Federal employees established by 5 United States Code, Chapter 85. Supplemental extended compensation is payable to Federal employees under other provisions of State and/or Federal laws during periods of high unemployment.

UNEMPLOYMENT INSURANCE (UI) -- UI The program term which encompasses all State and Federal unemployment compensation laws and related programs administered by the State and Federal Unemployment Insurance Services.

UNEMPLOYMENT TRUST FUND -- UI A fund established in the Treasury of the United States which contains all monies deposited by State agencies to the credit of their unemployment fund accounts and Federal unemployment taxes collected by the Internal Revenue Service (IRS).

UNIFORM BASE PERIOD -- UI A base period which starts on the same calendar date for a new or transitional claim for all claimants.

UNIFORM BENEFIT YEAR -- UI A benefit year which starts the same date for all claimants in a State.

UNIFORM DURATION -- UI A provision of State unemployment compensation law establishing the same number of weeks of potential duration for all eligible claimants.

UNION -- BAT Any local union affiliated with an international/national union.

UNIT OF GENERAL LOCAL GOVERNMENT -- CETA Any city, municipality, county, town, township, parish, village or other general purpose political subdivision which has the power to levy taxes and spend funds, as well as general corporate and police powers.

UNSUBSIDIZED EMPLOYMENT -- CETA Employment not financed from funds provided in whole or in part under CETA.

UPGRADING TRAINING -- CETA Training given to an individual who needs such training to advance above an entry-level or dead-end employment position.

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V

VALIDITY PERIOD -- ES A specified period of time during which a record is in active status (e.g., an application card or a clearance order).

VARIABLE DURATION (INDIVIDUAL DURATION) -- UI A provision of State unemployment compensation law under which the potential duration varies from individual to individual in accordance with the length of employment and amount of wages earned in the base period.

VERIFICATION -- ES The determination from a reliable source, preferably the employer, whether an applicant referred by a local office has been hired by the employer and has entered on the job.

* VETERAN -- CETA, BAT A person who: (i) Served on active duty for a period of more than 180 days, and was discharged, separated, or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability.

NOTE: The term "active duty" means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in the reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active duty."

SPECIAL DISABLED VETERAN -- CETA A person who served in the Armed Forces and who was discharged or released therefrom with other than a dishonorable discharge and who has been given a disability rating of 30 percentum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty..

** See pp. 21-24

SPECIAL VETERAN -- CETA An individual who served in the Armed Forces in Indochina or Korea, including the waters adjacent thereto, between August 5, 1964, and May 7, 1975, who received other than a dishonorable discharge.

VIETNAM ERA VETERAN — BAT A veteran who (1) served in the Armed Forces between August 5, 1964, and May 7, 1975, and (2) received other than a dishonorable discharge.

VIETNAM ERA VETERAN — CETA A veteran under 35 years of age who served on active duty between August 5, 1964, and May 7, 1975, and who was discharged or released with other than a dishonorable discharge.

VIETNAM ERA VETERAN, ECONOMICALLY DISADVANTAGED (TJTC) -- See "TJTC Target Groups."

VETERAN, OTHER -- BAT A veteran who received a discharge other than dishonorable from active U.S. Armed Forces prior to August 5, 1964, or after May 7, 1975.

**VETERAN -- ES A person who served in the active military, naval, or air service and who was discharged or released therefrom with other than a dishonorable discharge, as shown on Form DD-214 or other official document.

NOTE: The term "active duty" (or "active military, naval or air service") means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in the reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active duty."

RECENTLY SEPARATED VETERAN -- A veteran whose last date of discharge or release from the Armed Forces occurred within four years of the date of application.

VIETNAM ERA VETERAN -- A person who (1) served on active duty for a period of more than 180 days, any part of which occurred during the Vietnam Era and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed during the Vietnam Era.

RECENTLY SEPARATED VIETNAM ERA VETERAN -- A Vietnam Era Veteran who was discharged or released from active duty within 48 months preceding his/her application for employment.

** See pp. 21-24.

SPECIAL VETERAN -- A Vietnam Era Veteran who served in the Armed Forces in Indochina or Korea, or the waters adjacent thereto, on or after August 5, 1964, and on or before May 7, 1975.

OTHER VIETNAM ERA VETERAN -- A Vietnam Era Veteran who is neither a Recently Separated Vietnam Era Veteran nor a Special Veteran.

VIETNAM ERA VETERAN, ECONOMICALLY DISADVANTAGED (TJTC) -- See "TJTC Target Groups."

DISABLED VETERAN -- A person entitled to disability compensation under laws administered by the Veterans Administration, for a disability rated at less than 30 percentum, or a person who is a special disabled veteran as defined below.

SPECIAL DISABLED VETERAN -- A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percentum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in line of duty.

VETERANS OUTREACH -- CETA

(1) The recruitment, counseling and registration or eligible veterans for participation in appropriate employment and training programs provided under CETA;

(2) Coordination with the outreach services program carried out under Subchapter IV of Chapter 3 of Title 38, United States Code (pertaining to the dissemination of information about Veterans Administration benefits and services and the provision of such services to eligible veterans), with full utilization of veterans receiving educational assistance or vocational rehabilitation under Chapter 31 or 34 of Title 38, United States Code.

VIETNAM ERA -- The period of time beginning August 5, 1964, and extending through May 7, 1975. (Presidential Proclamation 4373)

VISITING CLAIMANT -- UI A claimant in an agent State who with the permission of the liable State files a courtesy claim against the liable State from other than the regular agent State.

VOCATIONAL EXPLORATION PROGRAM (VEP) -- OYP A program designed for the purpose of exposing Youth to the operation and types of jobs available in the private sector through observation of such jobs and instruction including, where appropriate, limited practical experience.

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VOCATIONAL PLAN -- ES A plan developed by a counselor and the applicant which describes: (1) the problem in terms of vocational choice, occupational change, or job adjustment; (2) the applicant's objective and the steps to be taken to attain it; and (3) the occupational goals and the job search strategy to be used.

VOCATIONAL REHABILITATION REFERRAL (TJTC) -- See "TJTC Target Groups."

VOCATIONAL SKILLS TRAINING (VST) FUNDS -- JC Funds, distinct from center operational and capital outlay funds, provided for payment of equipment, supplies and technical assistance for vocational skills training projects.

VOCATIONAL SKILLS TRAINING (VST) PROJECTS -- JC Activities which provide vocational instruction to corpsmembers through actual construction or improvement of permanent facilities or projects on public lands or as a public service.

VOLUNTARY CONTRIBUTIONS -- UI Voluntary payments made by a subject employer credited to the employer's experience rating account in order to obtain a more favorable experience rate.

VOLUNTARY ELECTION -- UI A request filed by an employing unit for approval by a State agency to elect coverage of services which are not covered or are otherwise excluded from coverage under the State unemployment compensation law.

VOLUNTEER -- WIN An Aid to Families with Dependent Children (AFDC) applicant or recipient who, though exempt from WIN registration, volunteers for WIN and registers for employment, manpower services, and training.

W

WAGE CREDITS -- UI Wages earned by persons working in employment covered by State unemployment compensation laws.

WAGE ITEMS -- UI The names (items) appearing on an employer's wage report for the quarter.

WAGE RECORD -- UI A record maintained by a State agency of quarterly wages of an individual employee's earnings in covered employment reported by subject employers in a wage-record State.

WAGE REPORT -- UI A quarterly report by a subject employer listing the wages of each individual worker in employment during the quarter.

WAGE REPORTING UNIT -- UI An employing unit subject to the State unemployment compensation law for which data are reported. In certain cases, two or more establishments combined make up one reporting unit.

WAGE AND SEPARATION REPORT -- UI A form used by a State agency to request a report from a base period employer regarding the wages earned by the claimant and reason(s) for separation from employment.

WAGES -- ES, UI

AVERAGE WEEKLY WAGES -- ES, UI (1) For an individual worker, the result obtained by dividing his or her total wages in a specified period either by the total number of weeks in the period or by the number of weeks for which wages were payable to him or her during the period. (See also Full-Time Weekly Wages below.) (2) For a group of workers, the result obtained by dividing the total wages for one or more quarters by the number of weeks in the period, and then dividing by the average monthly employment for the payroll period including the 12th of each month during the period.

ADVERSE EFFECT WAGE RATE -- ES The wage rate which has been determined by the Secretary of Labor as the rate below which the Secretary cannot certify that the employment of foreign agricultural workers will not adversely affect the wages and working conditions of domestic agricultural workers similarly employed.

FULL-TIME WEEKLY WAGES -- ES, UI The amount of wages earned by an individual employed through a full-time week, or the amount he would have earned had he been employed throughout a full-time week.

IN-STATE WAGE RATE -- ES The wage rate prevailing among local and intrastate areas.

INTERSTATE CLEARANCE FARM WAGE RATE -- ES The farm wage rate that meets minimum standards established for application to wage rate offers to be made by employers engaged in interstate clearance recruitment.

INTERSTATE WAGE RATE -- ES The wage rate prevailing among interstate migratory domestic farmworkers employed in a given area and activity.

JOB ORDER WAGE RATE -- ES Minimum pay specified by the employer on a job order.

PREVAILING WAGE RATE FOR AGRICULTURE WORKERS -- ES The rate or rates, including bonuses promised and earnings guaranteed, which most adequately represent(s) the wages paid to domestic agricultural workers in a wage-finding class of activity in a specified area of employment. The rate is ascertained by a formula, prescribed by the Secretary of Labor, applied to the field data obtained by the State employment security agency involved.

QUALIFYING WAGES -- ES, UI The amount of wages a worker must have earned in insured work within a specified period in order to be an insured worker.

WAGE STRUCTURE -- ES The system or pattern of wage rates existing in a given establishment, industry, or occupation, or prevailing in a community.

WAGNER-PEYSER ACT -- "An act to provide for the establishment of a national employment system and for cooperation with the States in the promotion of such system and for other purposes," approved June 6, 1933, (48 Stat. 113), as amended (29 U.S.C. 49 et. seq.).

WAITING PERIOD -- UI A week of unemployment for which a claimant does not receive compensation but must meet the same eligibility requirements that are necessary to qualify for receipt of compensation for subsequent weeks of unemployment during the benefit year. (In some States, the waiting period, after specified periods of unemployment, may become compensable.)

WEEK OF PARTIAL UNEMPLOYMENT -- UI A week in which an individual works less than regular full-time hours for his/her regular employer because of lack of work, and earns less than the amount normally paid for full-time weekly wage but more than the allowable earnings prescribed by the State unemployment compensation law, so that, if eligible, the individual received less than his/her full weekly benefit payment.

WEEK OF PART-TOTAL UNEMPLOYMENT -- UI A week of otherwise total unemployment in which an individual has odd jobs or subsidiary work with other than the individual's regular employer with earnings in excess of the allowable earnings prescribed by the State unemployment compensation law, so that, if eligible, the individual received less than his/her full weekly benefit payment.

WEEK OF TOTAL UNEMPLOYMENT -- UI A week in which an individual performs no work and earns no wages or has less than full-time work and earns not more than the allowable earnings prescribed in the State unemployment compensation law, so that, if eligible, the individual receives his/her full weekly benefit amount. (An exception may be the final payment when an individual's benefit balance would preclude payment of the full weekly benefit amount.)

WEEK OF UNEMPLOYMENT -- UI Any week during which an individual is totally, part-totally, or partially unemployed.

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WEEKLY BENEFIT AMOUNT -- UI The amount payable to a claimant for a compensable week of total unemployment.

WEEKS CLAIMED -- UI The weeks covered by intrastate continued claims and interstate continued claims for which waiting period credit or payment of compensation is requested. A week for which excessive earnings are reported does not constitute a claim for a week of unemployment. However, when other deductible income exceeds the weekly benefit amount it is to be considered a week claimed.

WEEKS COMPENSATED -- UI The number of weeks claimed which are actually paid.

WELFARE AGENCY -- ES A public agency which provides financial assistance, child care, and similar services without charge to its participants.

WELFARE HEARING OFFICER -- WIN The hearing officer designated by a welfare agency to hear and decide or make recommendations on issues relating to exemption or nonexemption from WIN registration.

WELFARE TAX CREDIT -- WIN A tax credit available to employers of eligible AFDC recipients, including some WIN registrants, under the Tax Reduction Act of 1975.

WIN SPONSOR -- WIN The State agency (such as the State employment service) or other public or nonprofit private agency which, through agreement with the RA, administers the WIN manpower program under Part C of Title IV of the Social Security Act at the State or local level.

WIN TAX CREDIT -- WIN A tax credit available to eligible employers of WIN registrants under the Revenue Act of 1971.

*WORK EXPERIENCE, Job Corps -- JC The opportunity for corpsmembers to apply specific vocational skills learned in Job Corps in an on-the-job situation, under the supervision of a public or private organization which normally employs persons in the corpsmember's trade.

*WORK EXPERIENCE (WE), WIN -- WIN Training which provides clearly defined, well-supervised assignment with a private nonprofit or public employer. There is not an employer-employee relationship established and wages are not paid.

* See pp. 21-24.

* WORK EXPERIENCE, CETA -- CETA A short-term or part-time work assignment with an employing agency. It is prohibited in the private-for-profit sector. It shall be designed to enhance employability of individuals through the development of good work habits and basic work skills.

WORK LOAD -- ES The measure of the volume of work for each functional area of operation in the State agency; e.g., the number of contribution (payroll) reports processed, the number of applicants for employment, etc.

WORK PROCESS (TRAINING SCHEDULE) -- BAT An outline of work processes in which an apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process or division of the trade.

WORK TEST -- ES A process through which a registered applicant is offered employment, the criteria for which is specified by the regulations for each benefit paying agency; and if employment is refused may result in loss of applicant benefits.

WORKING REGISTRANT -- WIN A WIN registrant-recipient who is in unsubsidized full-time employment.

* See pp. 21-24.

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Y

YOUNG ADULT CONSERVATION CORPS (YACC) -- OYP Authorized by the Youth Employment and Demonstration Projects Act (YEDPA) as Title VIII of the Comprehensive Employment and Training Act Amendments of 1978. This program provides unemployed youth, ages 16-23, with work for up to one year on conservation projects in parks, national forests, and recreation areas.

YACC FEDERAL PROGRAM -- Those camps/projects of the YACC program which are operated directly by Agriculture and Interior, as distinguished from those operated by States under the State grant program.

YACC INTERAGENCY AGREEMENT -- A tripartite agreement, entered into by the Secretaries of Labor, Agriculture and Interior, which outlines their separate and joint responsibilities for operation and management of the YACC program.

YACC NON-RESIDENTIAL PROJECTS -- YACC sites which are located within normal commuting distances from the enrollees' homes.

YACC RESIDENTIAL CAMP -- A YACC facility established and maintained to provide 7 days-a-week, 24-hours-a-day residential support services for enrollees.

YACC STATE GRANT PROGRAM -- Those YACC camps/projects operated by States, local units of government, public and/or private nonprofit agencies or organizations, under grants made and administered jointly by Agriculture and Interior with States in accordance with Title VIII, Section 806 of YEDPA. 30 percent of the funds provided for the YACC Program are set aside for the State Grant Program.

*YOUTH -- ES An applicant under 22 years of age

*YOUTH, ECONOMICALLY DISADVANTAGED (TJTC) -- See "TJTC Target Groups."

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECTS (YCCIP) -- OYP Authorized by Title II of the Youth Employment and Demonstration Projects Act (YEDPA), as Subpart B of Part A of Title IV of the CETA Amendments of 1978. This program seeks to employ 16-19 year old Youth in well supervised work projects producing a tangible output of benefit to the local community.

YCCIP PROJECT -- A community conservation and improvement project which provides constructive work conducted by youths, under the guidance of skilled supervisors, which (1) results in tangible outputs or a specific product; (2) benefits participants in terms of work habits, skills, and attainment of academic credit where applicable; and (3) will be completed within a definable period of time not to exceed 12 months.

YOUTH COUNCIL -- OYP A group established by the recipient to make recommendations to the planning council with respect to the planning and review of program activities under YEDPA, and reviews the proposed agreements between CETA prime sponsors and local education agencies. These councils include individuals who are representative of the local educational agencies, the local vocational advisory council, postsecondary education institutions, business, unions, the State employment security agency, local government and non-government agencies which are involved in serving youth, the local community, and the recipient. In addition, youth council members include youths who are participants in, or eligible for Youth Programs.

YOUTH EMPLOYMENT AND DEMONSTRATION PROJECTS ACT OF 1977 (YEDPA) -- OYP This Act (Public Law 95-93) amended the Comprehensive Employment and Training Act by adding several new programs for youth. YEDPA was signed into law on August 5, 1977. YEDPA was reauthorized by the CETA Amendments of 1978, under Title IVA and Title VIII of that Act.

YOUTH EMPLOYMENT AND TRAINING PROGRAM (YETP) -- OYP Authorized by YEDPA, as Subpart A, Part A, Title IV of the CETA Amendments of 1978. This program is designed to make a long-term impact on Youth unemployment through career opportunities and such training and supportive services needed to aid youth 12-21 in completing school and/or securing unsubsidized employment.

* See pages 21-24.

YOUTH INCENTIVE ENTITLEMENT PILOT PROJECTS (YIEPP) -- OYP Authorized by YEDPA, as Subpart D of Part A of Title IV of the CETA Amendments of 1978. This is an experimental program in selected geographic areas to test the notion of whether jobs can be feasibly guaranteed for 16-19 year old economically disadvantaged youth who are in school or willing to return, whether the jobs will increase high school return, retention and completion, and whether this incentive will have a long-term impact on earnings of the participants.

YIEPP TIER I PROJECTS -- Large scale Entitlement projects which cover entire jurisdictions or neighborhoods and which contain between 3,500 and 12,000 youth.

YIEPP TIER II PROJECTS -- Small scale Entitlement projects which might cover only the area served by a particular school or small school district, and which contain 1,500 or less eligible youth.

YOUTH INITIATIVES -- OYP The name given to all Department of Labor, Employment and Training Administration programs designed to serve youth. These programs include the Young Adult Conservation Corps (YACC), the Youth Incentive Entitlement Pilot Projects (YIEPP), the Youth Community Conservation and Improvement Projects (YCCIP), the Youth Employment and Training Program (YETP), the Summer Youth Employment Program (SYEP), the Job Corps, and the various demonstration projects undertaken with the Secretary of Labor's discretionary Youth Employment and Demonstration Project Act (YEDPA) funds.

YOUTH PROGRAMS, RURAL -- ES

CAMP-TYPE -- An arrangement in which school-age youth who are employed for agricultural work are placed on camps that are operated by a farmer or a farmer association under the supervision of the State employment service.

LIVE-IN -- An arrangement, worked out and supervised by the State employment service for school-age youth to live at an employer's premises while performing farmwork for the employer.

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U.S. DEPARTMENT OF LABOR
Employment and Training Administration
Washington, D.C. 20213

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DATE
November 5, 1979

DIRECTIVE: ET HANDBOOK NO. 373

TO : ALL NATIONAL AND REGIONAL OFFICES, STATE EMPLOYMENT SECURITY AGENCIES, AND STATE BAT AND SAC DIRECTORS

FROM : LAWRENCE E. WEATHERFORD, JR.
Deputy Assistant Secretary for
Employment and Training

SUBJECT : ETA Glossary of Program Terms and Definitions, Second Edition--Change 1

ETA Glossary Issuance No. 3

1. Content. Fiscal Year 1980 changes in terms and definitions in the ETA Glossary of Program Terms and Definitions, Second Edition, which became effective October 1, 1979.

2. Changes

a. Added Terms and Definitions

Nondependent Individual — CETA
Other Family Member — CETA
Parent in Two-Parent Family — CETA
Single Parent — CETA

(NOTE: These terms are defined under "Family" — ES, CETA)

b. Revised Terms and Definitions

Additional Positive Termination — CETA (previously titled "Other Positive Termination")
Appraisal — WIN
Claimant, UC/CETA Applicant — CETA (previously titled "Claimant, UI/CETA Applicant")
Farm Income — ES, CETA
Institutional Training — WIN
Intensive Employability Services (IES) — WIN (previously titled "Intensive Manpower Services")
Other Termination — CETA (previously titled "Nonpositive Termination")
Placement, Direct — CETA
Placement, Indirect — CETA
Veteran — ES
Work Experience, WIN — WIN

RESCISSIONS	EXPIRATION DATE
None	Continuing

DISTRIBUTION

c. Deleted Terms and Definitions

Family Head — CETA
Family Member — CETA

Unrelated Individual — CETA

(NOTE: These three terms were previously defined under "Family"— ES, CETA)

Farm Family — CETA
Special Veteran — CETA (previously defined under "Veteran"— CETA)

NOTE: At the time of publication of this directive, final fiscal year changes to definitions pertaining to the WIN program had not been finalized, pending publication of the WIN Handbook. This directive, therefore, does not include all FY 80 WIN changes. Final WIN changes will be included in the next revision to the Glossary.

In the initial printing of the second edition of the Glossary, page 58 was erroneously printed as page 98. Revised pages are included in this directive to correct this error.

2. Action Required. Administrators should provide copies of this directive to appropriate staff, as follows:

a. RAs should distribute copies to appropriate regional staff, transmit 10 copies to each CETA prime sponsor, and retain surplus copies for regional office supply.

b. BAT Regional Directors should distribute copies to appropriate staff.

c. Job Corps Regional Directors should distribute 10 copies to each Job Corps center in their region.

d. SESA Administrators should distribute copies to appropriate ES, UI, and WIN sponsor staff.

e. BAT State Directors and SAC Directors should distribute copies to appropriate staff.

f. ETA's Office of National Programs (ONP) will distribute copies of this directive to Indian and Native American program and Migrant and Seasonal Farmworker Program sponsors.

3. Maintenance of the ETA Glossary.

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ET HANDBOOK NO. 373

EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)

GLOSSARY OF PROGRAM TERMS AND DEFINITIONS

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DIFFERENCES AND CONFLICTS IN TERMS AND DEFINITIONS

Following is a summary of current differences and conflicts in terms and definitions used in various ETA programs. All program sponsors, particularly those who are involved in more than one ETA program activity, should review this section carefully to be aware of any differences between versions of each definition, and to ensure that the correct definitions are being used for each program.

Several terms in this Glossary have more than one definition and are used differently for various programs. In many cases where there are conceptual differences in these definitions, it has been possible to change the term to differentiate each definition. These definitions are marked with one asterisk (*) in the Glossary.

Following is a list of these basic terms, the related ETA Glossary terms, and their page number in the Glossary. For example, the term "Placement" is used by CETA, Job Corps, and ES. All three definitions differ conceptually and operationally. The terms have been changed to "CETA Placement," "ES Placement," and "Job Corps Placement." In almost all of the cases below, the terms have been alphabetized under the basic term for the convenience of the Glossary user (i.e., "CETA Placement" is listed as "Placement, CETA" on p. 117). See special note on TJTC definitions on page 24.

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LIST OF ABBREVIATIONS AND ACRONYMS

AB	Additional Benefits
ACT	Advanced Career Training
ADP	Automatic Data Processing
ADS	Applicant Data System
AFDC	Aid to Families with Dependent Children
AIC	Apprenticeship Information Center
ASU	Area of Substantial Unemployment
AWOL	Absence Without Official Leave
BAT	Bureau of Apprenticeship and Training
BEAG	Bateria de Examenes de Aptitud General
BOLT	Basic Occuptional Literacy Test
BOS	Balance of State
CBO	Community Based Organization
CCC	Civilian Conservation Center
CEE	Career Employment Experience
CETA	Comprehensive Employment and Training Act
CETP	Comprehensive Employment and Training Plan
CSO	Center Standards Officer
CWBH	Continuous Wage and Benefit History
DHEW	Department of Health, Education, and Welfare
DMP 4-A	Defense Manpower Policy 4-A
DOL	Department of Labor
DOT	Dictionary of Occupational Titles
DUA	Disaster Unemployment Assistance

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EB	Extended Benefits
EIS	Employer Information System
EEO	Equal Employment Opportunity
ERP	Eligibility Review and Reemployment Assistance Program
ES	Employment Service
ESP	Employment Service Potential
ESAA	Employment Security Administration Account
ESAP	Employment Security Automation Plan
ESARS	Employment Security Automated Reporting System
ETA	Employment and Training Administration
EUCA	Extended Unemployment Compensation Account
FBP	Federal Bonding PRogram
FEIN	Federal Employer Identification Number
FIPS-PUB	Federal Information Processing Standards Publication
FUA	Federal Unemployment Account
FUBA	Federal Unemployment Benefit and Allowance Account
GATB	General Aptitude Test Battery
GED	General Educational Development
HOOK	Handbook of Occupational Keywords
ICESA	Interstate Conference of Employment Security Agencies
IES	Intensive Employability Services
IMU	Income Maintenance Unit
IRS	Internal Revenue Service
JAC	Joint Apprenticeship Committee
JATC	Joint Apprenticeship and Training Committee
JC	Job Corps

A

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) -- JC The unauthorized absence of a corpsmember without official leave in excess of 24 continuous hours.

ACADEMIC CREDIT -- CETA Credit for education, training or work experience applicable toward a secondary school diploma, a post secondary degreee, or an accredited certificate of completion, consistent with applicable State law, regulations, and policy, and the requirements of an accredited educational agency or institution.

ACCOUNT NUMBER -- UI A unique identifier assigned to records for control purposes (i.e., State employer identification number, Federal employer identification number, case file number).

ACCOUNTABILITY, RELIEF OF -- JC DOL approval which authorizes the deletion or disposal of property items from the records of a contractor or of a governmental agency which operates a Job Corps Center.

ACCOUNTABILITY SYSTEM -- JC The center operator's system of monitoring corpsmember attendance, physical location, and status, e.g., leave, pass, etc.

ACTIVE EMPLOYER -- UI An employing unit currently registered under the State unemployment compensation law during an applicable reference time period. Employer accounts are considered active when they have paid wages in the State during at least one quarter in an applicable reference time period which includes the current and preceding calendar year. Active employers also include reimbursable employers.

ACTIVE FILE -- UI, ES A file of currently used records such as claims records or work registrations (applications).

ACTUAL DURATION -- UI The number of equivalent weeks of full benefits an eligible claimant received under any respective program entitlement provisions of a State or Federal unemployment compensation law or other program administered by a State agency.

ADDITIONAL BENEFITS (AB) -- UI The program in some States that pays additional compensation to exhaustees of regular compensation by reason of conditions of high

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unemployment or other special factors. This program is totally financed under State unemployment compensation law, except that such benefits paid to Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Servicemen (UCX) claimants are financed by Federal funds.

ADDITIONAL CLAIM — UI A notice of new unemployment filed at the beginning of a second or subsequent series of claims within a benefit year or within a period of eligibility when a break of one week or more has occurred in the claim series with intervening employment. (One of three types of initial claims.)

ADDITIONAL CREDIT ALLOWANCE — UI A credit against Federal Unemployment Trust Account (FUTA) liability equal to the amount, if any, by which the contributions payable by an employer under State law are less than the contributions payable at the lesser of the maximum State rate or 2.7 percent.

ADDITIONAL POSITIVE TERMINATION — CETA The termination of a participant who leaves the program for one of the following reasons: (1) entered or remained in full-time academic or vocational school; (2) entered an employment/training program not funded under CETA or a CETA-funded program not operated by the same prime sponsor; or (3) completion of program objectives not involving entrance into unsubsidized employment. This includes, for example, participants in an activity designed to provide incentives to remain in school who leave the activity but remain in school or who finish the school year; Title IIC participants in upgrading training who complete the training and continue to be employed by the same employer, but who have not moved into the upgrade occupation and skill level within 90 days of completion of training; and participants in the program to receive a GED Certificate or other such training who successfully complete the training, and for whom immediate entrance into unsubsidized employment is not a program objective.

ADJUDICATION SYSTEM — WIN The formal process, initiated by a request for a WIN hearing, for resolving nonsanctionable WIN-related complaints and grievances and for deciding sanctionable issues arising subsequent to WIN registration.

ADJUSTED BENEFIT PAYMENT — UI A payment issued for the purpose of adjusting an underpayment or overpayment for a prior week or weeks.

ADMINISTRATIVE COSTS — CETA All indirect and direct costs associated with the management of the grant. Such costs are those which do not directly and immediately benefit participants but are necessary for effective delivery of direct participant benefits. These costs are generally identified with supervision and management, and fiscal and recordkeeping systems.

*AFFIRMATIVE ACTION — Specific results-oriented policy and procedures through which a recipient commits itself to every good faith effort to correct deficiencies in the equitability with which it serves significant segments of its eligible population.

* See pages 21-24.

*AFFIRMATIVE ACTION, APPRENTICESHIP — BAT The procedures, methods, and program designed for the identification, recruitment, training, and motivation of present and potential minority group and female apprentices; to equalize opportunity for minority groups and females in apprenticeship programs.

*AFFIRMATIVE ACTION, ETA PROGRAM — The outreach effort to hire additional minority persons or females when they are underrepresented on the staff of an ETA program.

AGENT STATE — UI The State in which a claimant files an interstate claim for compensation against another (liable) State where wages were earned.

AGRICULTURAL WORKER — ES A worker whose primary work experience has been in industries with Standard Industrial Classification (SIC) of 01-07, whether alien or citizen who is legally allowed to work in the United States.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) — WIN A program authorized by Title IV-A of the Social Security Act to provide financial assistance and social services to needy families with dependent children.

ALIEN EMPLOYMENT CERTIFICATION — ES ETA forms used for processing requests for alien employment certification in agriculture and nonagriculture jobs.

ALIEN CLAIMANT, ILLEGAL — UI An individual who (1) was not lawfully admitted for permanent residence at the time services were performed, (2) was not lawfully present for purposes of performing services, (3) was not permanently residing in the United States under color of law at the time services were performed, and (4) whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act (FUTA).

ALLOCATION — CETA The distribution of funds among prime sponsors or recipients according to the formulas contained in CETA.

ALLOTMENT — FS The total value of coupons a household is authorized to receive during each month.

ALLOWANCES, TRAINING — CETA Basic weekly allowances are paid to participants receiving classroom training or education for which no wages are payable. In addition, allowances may be paid for time spent in other activities as specified in the CETA Regulations, or employment and training services such as orientation and counseling, when such services are a component of another activity as described in the Regulations or when such services are provided on a regularly scheduled basis. As specified in the Regulations, dependents' allowances, incentive allowances, and additional allowances are not to be included as a part of basic allowances.

*See pages 21-24.

ALTERNATIVE WORKING ARRANGEMENTS — CETA The patterns or schedules or work which deviate from the regular work week. They may include staggered hours, flexible hours or flexi-time, compressed work weeks, part-time employment, job sharing, and work sharing.

ANNUAL PLAN — CETA That part of the Comprehensive Employment and Training Plan (CETP) which consists of the yearly description of program activities and services to be provided by prime sponsors.

ANNUAL WAGE FORMULA — UI A benefit formula which computes the individual's weekly benefit amount as a percentage of total wages in the base period as opposed to a high quarter or average weekly wage formula.

APPEAL — UI A request for a hearing to be held by an appeals authority on a State agency's determination or redetermination, or a request for a review to be held by a higher appeals authority on a decision made by a lower appeals authority.

APPEAL DECISION — UI The disposition of an appeals case by a written ruling that is issued to one or more parties. A disposition which is not written and issued to any party is not a decision. In a multiclaimant case, only one decision is made which applies to all the claimants involved regardless of their number.

APPEALS HEARING HELD FOR OTHER STATES — UI The hearings held by a State's lower appeals authority for other States.

*APPLICANT, CETA (AN INDIVIDUAL) — CETA A person who applies to a CETA grantee/sponsor for employment, training and/or services provided under CETA. An applicant found to be eligible for the program remains an applicant until the provisions for "participant" have been met.

*APPLICANT, ES — ES A person, legally qualified to work in the United States, who has either a partial or full application record.

CARRY-IN APPLICANT — An applicant for whom there is an active application record on file at the end of the fiscal year (September 30).

ES/CETA APPLICANT — An applicant who is a participant under programs established under Titles II, III, IVA, VI, and VII of the Comprehensive Employment and Training Act Amendments of 1978.

*See pages 21-24.

FULLY REGISTERED APPLICANT — An applicant who has participated in an application-taking interview and whose application record includes the applicant's personal characteristics, work history, and occupational classification and DOT code.

JOB-READY APPLICANT — An applicant who does not need employability development services in order to be referred to a job opening.

PARTIALLY REGISTERED APPLICANT — An applicant who has completed a minimum of entries on the application record, and who has not been assigned an occupational code. Includes food stamp and WIN applicants to whom occupational codes have not been assigned, and Migrant and Seasonal Farmworkers for whom signed waivers have been taken.

SUMMER YOUTH APPLICANT — A student under 22 years of age, who has completed a minimum of entries on an application record and who is applying only for a job for the summer.

TRANSIENT APPLICANT — An applicant who is moving from place to place and who indicates to the State local office that he or she will be only temporarily in the area served by the local office.

APPLICATION FILE — ES The application file is composed of the primary application cards filed together in numerical order according to the occupational classification in the active section of the file; filed by Social Security Number, alphabetical by last name, or occupational classification in the inactive section of the file or the section containing partial applications. The application file has two major parts: active and inactive; the partially completed application records may be found in both the active and inactive parts. (A computerized file of application cards may be arranged in other than a DOT sequence, Social Security Number sequence or alphabetical order.)

APPRAISAL — WIN The initial appraisal, whether conducted jointly or sequentially by the SAU and the Employment and Training agency, results in the initial identification of social service and/or employment and training needs of the WIN registrant. An initial employability plan may result from the appraisal and certification may be initiated. The appraisal may also result in a determination to defer WIN participation for that registrant until a later time.

APPRAISED VALUE — JC The estimated market value of a project completed primarily by corpsmembers as a vocational skills training project, but calculated as if the project had been done by formal contract methods.

APPRENTICE — BAT An individual entering the work force who is being given instruction and experience, both on and off the job, in all the practical and theoretical aspects of the work required in a skilled occupation, craft, or trade.

APPRENTICE ACTIONS — BAT Administrative functions relating to the apprentice at entry or completion, or at any point during the terms of apprenticeship, including, but not limited to: (a) registration (b) suspension (c) cancellation (d) completion.

APPRENTICE'S WAGE RATE — BAT A progressively increasing schedule of wages for apprentices. The entry wage must be at least equal to the Fair Labor Standards Act minimum where applicable, unless a higher wage is required by State law or regulation.

APPRENTICESHIP — BAT, ES Training in a skill with not less than 2,000 hours of on-the-job training and related theoretical instruction.

APPRENTICESHIP AGREEMENT — BAT The implied or written apprenticeship agreement between the apprentice (or a guardian if the apprentice is a minor) and the employer or the employer's agent.

APPRENTICESHIP INFORMATION CENTER (AIC) — BAT, ES An office located in some local employment service offices, which provides information on opportunities in the skilled trades, referral to jobs with a future, and which help minorities, women, veterans, and others to find out about apprenticeship and to enter training.

APPRENTICESHIP PROGRAM -- BAT An officially authorized plan which sets forth the terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

APPRENTICESHIP STANDARDS -- BAT Minimum training and administrative criteria, to provide uniform training in the skills required of craftworkers, which must be incorporated in programs submitted for approval or registration by State Apprenticeship Councils or the Bureau of Apprenticeship and Training.

APPROPRIATE LABOR ORGANIZATIONS -- CETA A local labor organization that represents employees in the prime sponsor's area in the same or substantially equivalent jobs as those for which recipients provide, or propose to provide, employment and training under CETA.

APPROPRIATE WORK OR TRAINING CRITERIA -- WIN Those criteria delineating standards for wages, hours, working conditions, and availability of services which must be met before a registrant can be required to accept an assignment to work or training.

ARCHITECTURAL BARRIERS -- CETA Physical conditions of a building, facility, or other physical structure which reduce the accessibility to or usefulness or such building, facility or structure to handicapped individuals.

*AREA OF SUBSTANTIAL UNEMPLOYMENT (ASU) -- CETA An area within a prime sponsor's jurisdiction:

(1) which has a population of at least 10,000;

(2) (i) which has an average unemployment rate of at least 6.5 percent for the most recent twelve month period, as determined by the Bureau of Labor Statistics (BLS); or

(ii) which for fiscal year 1979, and for Parts A, B, and C of Title II of CETA for all fiscal years, has an average unemployment rate of at least 6.5 percent for any three consecutive months during the most recent 12 month period as determined by the Bureau of Labor Statistics.

* AREA OF SUBSTANTIAL UNEMPLOYMENT (INDIAN AND NATIVE AMERICAN PROGRAM) -- CETA An Indian reservation, as a whole, with a rate of unemployment among Indians of at least 6.5 percent for a period of three consecutive months, as determined by the Secretary of Labor at least once each fiscal year.

* See pages 21-24.

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*CERTIFICATION, WIN -- WIN A written notice from the Separate Administrative Unit (SAU) that necessary supportive services have been arranged or are available to enable a WIN registrant to accept employment, training, or manpower services, or that no supportive services are needed and that the individual is at that time ready for employment or training.

*CERTIFICATION, CETA -- CETA A legally binding statement that certain requirements have been fulfilled.

CERTIFICATION FOR ADDITIONAL CREDIT ALLOWANCE -- UI

(1) To the Secretary of the Treasury. The certification by the Secretary of the Treasury on October 31 for the 12-month period ending on that date listing those States under whose unemployment compensation laws reduced rates were allowable with respect to such year only in accordance with the conditions for additional tax credit established by the Federal Unemployment Tax Act.

(2) To a State. The certification by the Secretary of Labor to a State that the provisions of its unemployment compensation law for reduced employer contribution rate are in accordance with the conditions for additional allowance established by the Federal Unemployment Tax Act.

CERTIFICATION OF APPROVAL TO THE SECRETARY OF THE TREASURY -- UI The certification by the Secretary of Labor on October 31 of each taxable year listing those States whose unemployment compensation laws and administration have, during the year, met the conditions for tax credit to employers established by the Federal Unemployment Tax Act.

CERTIFICATION PERIOD -- FS The period for which households shall be eligible to receive authorization cards.

CETA - LEA AGREEMENT -- CYP A written agreement between a CETA prime sponsor and a local education agency (LEA) which sets forth the purposes and uses of at least 22 percent of Youth Employment and Training Program (YETP) funds which are required to be set aside for in-school youth. The agreement, which may be financial or non-financial, usually contains the following elements:

A. Assessment of Existing Resources
B. Specific Purpose, Goals and Objectives
C. Educational and Transitional Services to be provided and delivery agents
D. Specific Outcomes Expected
E. Administrative Provisions.

*See pp. 21-24.

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CITY (STANDARD) CODE — BAT A 4-digit number which identifies the cities within each of the respective States and outlying areas of the United States, the District of Columbia, and independent cities. (Specifications are set forth in the Federal Information Processing Standards; see FIPS-PUB 55).

CIVILIAN CONSERVATION CENTER (CCC) — JC A center operated on public land under an agreement between DOL and another Federal, State, or local government entity, private nonprofit organization, or Indian tribe or organization, whose programs are focused on conservation, development and management of public resources, or development of community projects in the public interest.

CLAIM — UI A notice of unemployment filed to request a determination of eligibility and the amount of benefit entitlement or to claim benefits or waiting period credit.

CLAIM SERIES — UI A series of claims filed for continuous weeks of total, part-total, or partial unemployment.

*CLAIMANT — UI A person who files either an initial claim or a continued week claimed under (1) any State or Federal unemployment compensation program or (2) any other program administered by the State agency.

*CLAIMANT, ELIGIBLE — ES An individual who has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his benefit rights.

*CLAIMANT, UC/CETA APPLICANT — CETA A CETA applicant who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit year has not ended.

CLAIMANT FRAUD — UI The willful misrepresentation or non-disclosure of a material fact by a claimant for the purpose of obtaining benefits to which the individual is not entitled.

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*See pages 21-24.

E

EARNINGS ALLOWANCE -- UI The amount prescribed by State unemployment compensation laws that a claimant may earn without any reduction in the weekly benefit amount for a week of total unemployment.

ECONOMICALLY DISADVANTAGED — CETA, ES A person who is either:

(1) a member of a family which receives public assistance;

(2) a member of a family whose income during the previous 6 months on an annualized basis was such that

(i) the family would have qualified for public assistance, if it had applied for such assistance; or

(ii) it does not exceed the poverty level; or

(iii) it does not exceed 70 percent of the lower living standard income level;

(3) a foster child on whose behalf State or local government payments are made;

(4) where such status presents significant barriers to employment,

(i) a client of a sheltered workshop;

(ii) a handicapped individual;

(iii) a person residing in an institution or facility providing 24 hour support such as a prison, a hospital or community care facility; or

(iv) a regular outpatient of a mental hospital, rehabilitation facility or similar institution.

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ECONOMICALLY DISADVANTAGED EX-CONVICT (TJTC)
ECONOMICALLY DISADVANTAGED FAMILY (TJTC)
ECONOMICALLY DISADVANTAGED VIETNAM-ERA VETERAN (TJTC)
ECONOMICALLY DISADVANTAGED YOUTH (TJTC) --
For definitions of all of these terms, see "TJTC Target Groups" in this Glossary.

ELIGIBLE APPLICANT -- CETA

(a) A recognized prime sponsor or a public agency designated by such prime sponsor to receive CETA section 303 (i.e., Farmworker program) funds;

(b) A private nonprofit organization authorized by its chapter or or articles of incorporation to provide such services as may be funded under the Migrant and Other Seasonally Employed Farmworkers Program.

ELIGIBLE DELIVERER -- JC Any individual or organization which is eligible to receive Federal funds from DOL to establish, operate or provide service to any Job Corps program or activity.

ELIGIBLE EXPERIENCE-RATED ACCOUNT -- UI An employer account which has had a sufficient period of experience as of the computation date to qualify for an experience-rating computation.

ELIGIBILITY REQUIREMENTS -- Those requirements specified in ETA program Federal Regulations and guidelines which must be satisfied by individuals in order to obtain benefits from ETA program sponsors.

ELIGIBILITY REVIEW AND REEMPLOYMENT ASSISTANCE PROGRAM (ERP) -- ES, UI Selection of UI claimants by discreet process for special interviews to explore continued eligibility for unemployment compensation and to provide intensive reemployment assistance through job search and training.

EMERGENCY ASSISTANCE -- CETA Temporary services on an emergency basis which are not immediately available from non-CETA section 303 (i.e., Migrant and Seasonal Farmworker Program) sources.

EMPLOYABILITY DEVELOPMENT SERVICES -- ES Assistance to applicants in overcoming identified problems associated with their physical or mental condition, lack of educational achievement, employment record, family problems, or other factors precluding their full employment.

F

FACILITY SURVEY — JC An in-depth engineering evaluation of an on-going center, including the utilization of center facilities, the condition of buildings and utility systems especially as they affect life and safety, facilities, maintenance procedures and problems, and the scope and estimated costs of site modifications required to meet building and safety codes and/or program requirements.

FAMILY — CETA, ES

(1) One or more persons living in a single residence who are related to each other by blood, marriage, or adoption. A stepchild or a stepparent shall be considered to be related by marriage.

(2) (i) For purposes of paragraph (1), one or more persons not living in the single residence but who were claimed as a dependent on another person's Federal Income Tax return for the previous year shall be presumed, unless otherwise demonstrated, part of the other person's family.

(ii) An older worker (CETA definition, i.e., 55 years of age or older), whether living in the residence or not, or a handicapped individual who is 16 years of age or older may be considered a family of one when applying for programs under CETA.

(iii) An individual 18 or older, except as provided in (2) (i) and (ii) above, who receives less than 50 percent of support from the family, and who is not the principal earner nor the spouse of the principal earner shall not be considered a member of the family. Such an individual shall be considered a family of one.

SINGLE PARENT — CETA A single, abandoned, separated, divorced or widowed individual who has responsibility for support of one or more dependent children.

PARENT IN TWO-PARENT FAMILY — CETA A parent in a family of three or more where both parents are present.

OTHER FAMILY MEMBER — CETA A member of a family of two or more persons, but not a parent.

NONDEPENDENT INDIVIDUAL — CETA An individual who is either (1) living with his/her family, 18 or older, receiving less than 50 percent maintenance from the family, and not one of the parents of the family; or (2) 14 or older and not living with his/her family; or (3) a foster child on behalf of whom State or local government payments are made. All such individuals should be considered as families of one.

FAMILY, ECONOMICALLY DISADVANTAGED (TJTC) — See "TJTC Target Groups."

FAMILY INCOME — CETA, ES All income actually received from all sources by all members of the family, during the income determination period. Family size shall be the maximum number of family members during the income dtermination period.

(1) Family income shall include:

(i) gross wages and salary (before deductions);

(ii) net self-employment income (gross receipts minus operating expenses);

(iii) other money income received from sources such as net rents, OASI (Old Age and Survivors Insurance) social security benefits, pensions, alimony, child support, and periodic income from insurance policy annuities, and other sources of income.

(2) Family income shall exclude:

(i) non-cash income such as food stamps, or compensation received in the form of food or housing;

(ii) imputed value of owner-occupied property, i.e., rental value;

(iii) public assitance payments;

(iv) cash payments received pursuant to a State plan approved under Titles I, IV, X, or XVI of the Social Security Act, or disability insurance payments received under Title II of the Social Security Act;

(v) Federal, State, or local unemployment benefits;

(vi) payments made to participants in employment and training programs (including payments received under CETA Title IV or Title VIII or Title V of the Older Americans Act), except wages paid for PSE and OJT.

(vii) capital gains and losses;

(viii) one time unearned income, such as, but not limited to:

(a) payments received for a limited fixed term under income maintenance programs and supplemental (private) unemployment benefits plans;

(b) one-time or fixed-term scholarship and fellowship grants;

(c) accident, health, and casualty insurance proceeds;

(d) disability and death payments, including fixed term (but not lifetime) life insurance annuities and death benefits;

(e) one-time awards and gifts;

(f) inheritance, including fixed term annuities;

(g) fixed term workers' compensation awards;

(h) terminal leave pay;

(i) soil bank payments;

(j) agriculture crop stabilization payments;

(ix) pay or allowances which were previously received by any veteran while serving on active duty in the Armed Forces; and

(x) educational assistance and compensation payments to veterans and other eligible persons under Chapters 11, 13, 31, 34, 35, and 36 of Title 38, United States Code.

(xi) payments received under the Trade Readjustment Act.

FARM INCOME — ES, CETA The income of a family that lives on a farm. Farm or nonfarm family income is determined by location of residence according to the Bureau of the Census, which defines a farm as any place which has annual sales of agricultural products of $1,000 or more.

FARMWORK — CETA Work performed for wages in agricultural production or agricultural services as defined in the most recent edition of the Standard Industrial Classification (SIC) Code definitions included in industries 01-Agricultural Production-Crops; 02—Agricultural Services excluding 074-Veterinary Services, 0752-Animal Specialty SErvices, and 078-Landscape and Horticultural Services.

FARMWORKER ORGANIZATION — CETA A private nonprofit organization directed principally by farmworkers.

INSTITUTIONAL TRAINING — WIN Vocational or other classroom training fully or partially funded by WIN conducted by an instructor in a nonworksite (or classroom training).

INSTITUTIONS OF HIGHER EDUCATION — CETA An educational institution in any State which:

(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate;

(2) is legally authorized within such State to provide a program of education beyond secondary education;

(3) provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program which is acceptable for full credit toward such a degree;

(4) is a public or other nonprofit institution;

(5) is accredited by a nationally recognized accrediting agency or association; and

(6) admits as regular students, persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the education offered by the institution.

INSURED UNEMPLOYMENT — UI Unemployment during a week for which waiting period credit or benefits are claimed under the regular compensation programs, supplemental extended benefit programs, or the railroad unemployment insurance program.

INTAKE AND ASSESSMENT — CETA Intake includes screening for eligibility; the initial determination as to whether the program can benefit the individual; the determination of the employment and training activities and services which would be appropriate for the applicant; the determination of the availability of an appropriate employment and training activity; a decision on selection; and dissemination of information on the program. Assessment services are designed, usually through interviewing, to determine each participant's employability, aptitudes, abilities, and interests and to develop a plan to achieve the participant's employment and related goals. Testing and counseling may also be utilized during the assessment process.

INTENSIVE EMPLOYABILITY SERVICES (IES) — WIN A component which involves certified individuals intensively in the job-seeking process. This component provides concentrated placement efforts by the WIN staff to assist registrants to obtain unsubsidized employment.

INTENSIVE EMPLOYABILITY SERVICES (IES)/GROUP JOB SEEKING ACTIVITIES — A full-time structured group activity which is supervised by WIN staff in which participants learn job seeking and maintenance skills and conduct job search activities.

INTERSTATE CLAIM -- UI A claim filed in one (agent) State based on monetary entitlement to compensation in another (liable) State.

INTERSTATE COMBINED-WAGE CLAIM -- UI A combined-wage claim in which the paying State is not the State in which the claim is filed and the interstate claims procedures are used in making the payment.

INTERSTATE RECIPROCAL COVERAGE ARRANGEMENT -- UI An administrative agreement between State agencies providing for coverage of an individual's services in the State where part of the individual's services are performed where the individual lives or where the employer maintains a place of business.

INTERSTATE CONFERENCE OF EMPLOYMENT SECURITY AGENCIES (ICESA) -- ES, UI An association of State employment security agency administrators whose objective is to advance employment security by encouraging the study, development, and acceptance of more efficient methods of administration. In cooperating with the U.S. Employment Service and Unemployment Insurance Service toward attaining this objective, it represents the collective viewpoint of State agencies.

INTERVIEW -- ES

APPLICATION INTERVIEW -- A face to face discussion between an employment service interviewer and an applicant for the purpose of (1) obtaining information about the applicant's qualifications for work; (2) ascertaining any need the applicant may have for employment counseling; and (3) providing information which may increase the applicant's opportunities for placement.

COUNSELING INTERVIEW -- A face-to-face interview in which an Employment Counselor or Counselor Trainee (1) helps an applicant resolve problems of occupational choice, occupational change, or job adjustment; and (2) obtains and records on the application and/or other appropriate applicant records one or more of the following: (a) a summary statement describing the counseling problem; (b) additional information contributing to a sharper definition of the problem or to its solution; (c) a statement of an occupational plan or recommendations for the solution of the problem; and (d) when pertinent, a statement elicited in the course of follow-up concerning progress in carrying out the counseling plan and any further services needed.

PRE-REFERRAL INTERVIEW -- A face-to-face discussion between an employment service interviewer and an applicant to determine the applicant's qualifications for and interest in a specific job opening.

LOWER AUTHORITY APPEAL -- UI The lower of two administrative authorities provided by the State unemployment compensation law to make decisions with respect to appeals. A State agency with only one appeals authority should consider that as a lower appeals authority.

LOWER LIVING STANDARD INCOME LEVEL -- ES, CETA That income level (adjusted for selected Standard Metropolitan Statistical Areas (SMSAs) and regional metropolitan and non-metropolitan differences and family size) determined annually by the Secretary based upon the most recent lower living standard budget level issued by the Bureau of Labor Statistics of the Department of Labor.

LOW-INCOME HOUSING -- CETA

(1) For weatherization or winterization projects, those dwellings occupied by persons whose family income does not exceed 125 percent of the poverty level and which are

(i) owned by the occupant;

(ii) publicly owned;

(iii) cooperatively owned; or

(iv) for projects funded and approved by the Federal Energy Administration, privately owned rental housing.

(2) For rehabilitation as part of community revitalization or stabilization, those dwellings occupied by persons whose family income does not exceed 80 percent of the median income for the area, in accordance with Section 8(f)(1) of the United States Housing Act of 1937 (42 USC 1437f) and which are:

(i) owned by the occupant;

(ii) publicly owned;

(iii) owned by a private nonprofit organization; or

(iv) cooperatively owned.

LOW-INCOME LEVEL -- CETA (A definition used only in the allocation of funds under CETA) An annual income of $7,000 with respect to income in 1969, for any later year it means that amount which bears the same relationship to $7,000 as the Consumer Price Index for that year bears to the Consumer Price Index for 1969, rounded to the nearest $1,000.

N

NATIONAL COMMITTEE -- BAT The National Apprenticeship Committee representing the union or association.

NATIONAL COORDINATION COMMITTEE (NCC) -- WIN A committee established by the Social Security Act to administer the WIN program consisting of the Assistant Secretary for Employment and Training (DOL) and the Assistant Secretary of the Office of Human Development Services of the Department of Health, Education and Welfare (DHEW).

NATIONAL REVIEW PANEL (NRP) -- WIN The final level of administrative review in the WIN adjudication process which is comprised of the DOL Chief Administrative Law Judge and other Administrative Law Judges appointed pursuant to the Administrative Procedure Act's requirements and designated by the Chief Judge to serve as members of that panel.

NATIVE VILLAGE -- CETA Any tribe, band, clan, group, village, community or association in Alaska, listed in sections 11 and 16 of the Alaska Native Claim Settlement Act (Public Law 92-203) or which meets the requirements of that Act and which has been determined by the Secretary of the Interior to be composed of 25 or more natives.

NEIGHBORHOOD BASED ORGANIZATIONS (NBO) -- OYP Neighborhood groups organized at the local level to operate employment and training programs, and which have demonstrated local effectiveness. Such organizations can be private nonprofit organizations or associations.

NEW CLAIM -- UI The first claim filed in person, by mail, or telephone to request a determination of entitlement to and eligibility for compensation which results in an agency generated document of an appealable monetary determination provided to the potential claimant excluding transitional claims (one of three types of initial claims).

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NEW HIRES — ES Temporary or permanent additions to the employment roll of persons who have never before been employed in the establishment except employees transferring from another establishment of the same company or former employees not recalled by the employer (except employees transferring from another establishment of the same company).

NON-COVERED EMPLOYMENT (EXCLUDED EMPLOYMENT) — UI. Services which are excluded from employment as defined in the State unemployment compensation law.

NONFRAUD OVERPAYMENT — UI An overpayment which the State UI agency determines is not due to willful misrepresentation.

NONJOINT APPRENTICESHIP SPONSOR — BAT An apprenticeship program sponsor (1) without participation of a bona fide collective bargaining agent; or (2) by one employer or by two or more employers without union participation.

NONMONETARY DETERMINATION — UI A decision made by the initial authority based on facts related to an "issue" under the follwoing conditions: (1) the present, past, or future benefit rights of a claimant or claimants are involved; (2) a week of unemployment is claimed and the determination affects such week or could result in a reduction of the monetary award; (3) there are identifiable documents showing the type and disposition of an issue, the material facts considered in arriving at the determination, and the legal result; and (4) the determination, if it involves the denial of benefits, is issued in the form of a written determination notice to the claimant. (No determination denying benefits may be considered to be a nonmonetary determination until the claimant has been afforded an opportunity to furnish any facts he/she may have relating to disqualifying information received from other sources.)

NONMONETARY REDETERMINATION — UI A decision made under statute, regulation or well defined policy specifically requiring the reopening of a nonmonetary determination prior to the administrative appeal stage, and which affirms, reverses, or modifies such determination.

NONRECURRING PAYMENT — WIN Payment made to a WIN registrant on a one time basis for certain training- and/or work-related expenses.

NON-TAXABLE WAGES — UI That part of total wages which is exempt or is in excess of wages taxable under the State unemployment compensation law and/or the Federal Unemployment Tax Act.

OFFENDER -- CETA Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom employment and training services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

* OLDER WORKER -- CETA A person who is 55 years of age or older.

* OLDER WORKER -- ES, UI An applicant or claimant who is middle aged or older (45 and over) and is encountering or may be expected to encounter difficulty in securing and maintaining employment because of age.

ON-THE-JOB TRAINING (OJT) -- BAT, CETA, ES, WIN Training in the public or private sector given to an individual, who has been hired first by the employer, while he or she is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.

OPERATIONAL SUPPORT SERVICES -- JC Activities or services required ancillary to the direct operation of Job Corps, such as recruitment and screening services, union contracted vocational training and offcenter educational training, placement services, health services, and miscellaneous logistical services.

** See pp. 21-24.

ORDER FILE — ES A file containing employer orders which is maintained by a local office.

ORDER-HOLDING OFFICE — ES The local office which has received a job order from an employer for referral of one or more applicants. The local office holding this job order would be the one in whose administrative area the job work site is located or from which the work is directed. In the clearance process, this is a local office with an order for which it is unable to locate an adequate supply of qualified applicants from its local office administrative area and for which the assistance of other local offices is requested to locate and refer applicants.

ORIENTATION — ES, WIN, CETA The function of providing individuals with information which would increase their awareness and understanding of those attributes other than job skills, requred to obtain and hold a job. Orientation sessions may be for groups of individuals and might provide information on personal appearance, health, job hunting, employment, filling out applications or other forms, wages, taxes (such as Social Security), and transportation guides. In the case where the individual is participating in a specific ETA-sponsored program such as WIN or CETA, orientation also provides information on his/her rights and responsibilities with respect to that program.

OTHER ELIGIBLE FOR VETERANS PREFERENCE — ES An applicant who is the spouse of: (1) any person who dies of a service-connected disability; (2) any member of the Armed Forces serving on active duty who, at the time of application, is listed by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than 90 days: missing in action, captured in line of duty by a hostile force or forcibly detained or interned in line of duty by a foreign government or power; or (3) any person who has a total disability permanent in nature resulting from a service-connected disability; or the spouse of a veteran who died while a disability so evaluated was in existence.

OTHER TERMINATION — CETA The termination of a particvipant who leaves the program other than to enter employment or for a reason not specified in the definition of "additional positive termination."

OUTREACH — ES, CETA An active effort on the part of program sponsor staff to encourage persons in the designated program administrative area to avail themselves of program services, such as counseling, employment, employment services, training, and other special program services, as appropriate.

OUTSTATIONING — CETA The positioning of PSE or work-experience participants by an employing agency at a location or facility operated by an organization other than the employing agency so that the other organization supervises and assigns work to the participants.

OVERPAYMENT — UI An amount of benefits paid to an individual to which the individual is not legally entitled, regardless of whether or not the amount is subsequently recovered or waived.

OVERPAYMENT DUE TO WILLFUL MISREPRESENTATION — UI An overpayment for which facts material to the determination or payment of a claim are found to have been knowingly misrepresented or concealed by the claimant (claimant fraud) in order to obtain benefits to which the individual is not legally entitled.

NONAGRICULTURAL PLACEMENT -- A placement in an establishment primarily engaged in activities classifiable in one of the major industry groups 08 through 99.

PRIVATE HOUSEHOLD PLACEMENT -- A placement in an establishment which is classified in major industry group 88.

PLACEMENT AGENCY -- JC An organization acting pursuant to a contract with or grant from the Job Corps which provides placement services to corpsmembers.

PLACEMENT, DIRECT -- CETA Unsubsidized employment secured for or by a CETA participant after receiving only outreach, intake and employment and training services. These terminees may or may not have received CETA supportive services.

PLACEMENT, INDIRECT -- CETA Unsubsidized employment secured for or by a CETA participant after participation in training or subsidized employment. These terminees also have received employment and training services and may or may not have received CETA supportive services.

*PLACEMENT, JOB CORPS -- JC Terminated corpsmember enrollment, entry into the Armed Forces, or enrollment in other training or education programs.

PLANNING CHARTER -- OYP A document which sets forth the basic principles of a program or programs, the constraints which must be considered, the realistic objectives and the programmatic implications.

POOLED ACCOUNT -- UI A fund in which all contributions are mingled and undivided and from which benefits are payable to all eligible claimants.

POTENTIAL DURATION -- UI The total number of weeks of total unemployment for which an individual claimant may recieve benefits in a benefit year or period of eligibility under the entitlement provisions of a State or Federal unemployment compensation program or any other program administered by a State agency.

POVERTY LEVEL -- ES; CETA The annual income threshold below which families are considered to live in poverty, as determined in accordance with criteria established by the Director of the Office of Management and Budget.

*See pages 21-24.

PRETESTING ORIENTATION TECHNIQUES -- ES

PRETESTING ORIENTATION EXERCISES (PQE) -- Exercises designed to provide supervised practice on the type of items to be found in the General Aptitude Test Battery (GATB), and to develop facility in the use of a separate answer sheet.

PRETESTING ORIENTATION ON THE PURPOSE OF TESTING (POPT) -- A group lecture discussion method of orienting applicants to test taking (English and Spanish).

PRETESTING ORIENTATION BOOKLETS -- Two booklets given to applicants scheduled for testing; "Doing Your Best on Aptitude Tests" and "Doing Your Best on Reading and Arithmetic Tests."

*PRIME SPONSOR -- CETA A recipient of financial assistance designated pursuant to appropriate sections of the CETA Regulations.

*PRIME SPONSOR (INDIAN AND NATIVE AMERICAN PROGRAM) -- CETA An Indian tribe, band, or group or Alaskan Native village, a consortium, or a public or private agency which has been given a grant by the Department of Labor to provide comprehensive manpower services under CETA.

PROBATIONARY PERIOD -- BAT A reasonable trial period for which full credit applies toward completion of apprenticeship.

PROFESSIONAL ATHLETE CLAIMANT -- UI An individual whose services substantially consist of participating in sports or athletic events or training or preparing to so participate and whose eligibility for unemployment compensations is determined under appropriate sections of the Federal Unemployment Tax Act.

PROFESSIONAL WORK -- CETA Work performed by an individual acting in a bona fide professional capacity as such term is used in the Fair Labor Standards Act.

* See pp. 21-24.

V

VALIDITY PERIOD -- ES A specified period of time during which a record is in active status (e.g., an application card or a clearance order).

VARIABLE DURATION (INDIVIDUAL DURATION) -- UI A provision of State unemployment compensation law under which the potential duration varies from individual to individual in accordance with the length of employment and amount of wages earned in the base period.

VERIFICATION -- ES The determination from a reliable source, preferably the employer, whether an applicant referred by a local office has been hired by the employer and has entered on the job.

** VETERAN -- CETA, BAT A person who: (i) Served on active duty for a period of more than 180 days, and was discharged, separated, or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability.

NOTE: The term "active duty" means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in the reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active duty."

SPECIAL DISABLED VETERAN -- CETA A person who served in the Armed Forces and who was discharged or released therefrom with other than a dishonorable discharge and who has been given a disability rating of 30 percentum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

** See pp. 21-24.

VIETNAM ERA VETERAN — BAT A veteran who (1) served in the Armed Forces between August 5, 1964, and May 7, 1975, and (2) received other than a dishonorable discharge.

VIETNAM ERA VETERAN — CETA A veteran under 35 years of age who served on active duty between August 5, 1964, and May 7, 1975, and who was discharged or released with other than a dishonorable discharge.

VIETNAM ERA VETERAN, ECONOMICALLY DISADVANTAGED (TJTC) — See "TJTC Target Groups."

VETERAN, OTHER — BAT A veteran who received a discharge other than dishonorable from active U.S. Armed Forces prior to August 5, 1964, or after May 7, 1975.

**VETERAN — ES A person who served in the active military, naval, or air service and who was discharged or released therefrom with other than a dishonorable discharge.

NOTE: The term "active duty" (or "active military, naval or air service") means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in the reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active duty."

RECENTLY SEPARATED VETERAN — A veteran whose last date of discharge or release from the Armed Forces occurred within four years of the date of application.

VIETNAM ERA VETERAN — A person who (1) served on active duty for a period of more than 180 days, any part of which occurred during the Vietnam Era and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed during the Vietnam Era.

RECENTLY SEPARATED VIETNAM ERA VETERAN — A Vietnam Era Veteran who was discharged or releaased from active duty within 48 months preceding his/her application for employment.

**See pages 21-24.

QUALIFYING WAGES -- ES, UI The amount of wages a worker must have earned in insured work within a specified period in order to be an insured worker.

WAGE STRUCTURE -- ES The system or pattern of wage rates existing in a given establishment, industry, or occupation, or prevailing in a community.

WAGNER-PEYSER ACT -- "An act to provide for the establishment of a national employment system and for cooperation with the States in the promotion of such system and for other purposes," approved June 6, 1933, (48 Stat. 113), as amended (29 U.S.C. 49 et. seq.).

WAITING PERIOD -- UI A week of unemployment for which a claimant does not receive compensation but must meet the same eligibility requirements that are necessary to qualify for receipt of compensation for subsequent weeks of unemployment during the benefit year. (In some States, the waiting period, after specified periods of unemployment, may become compensable.)

WEEK OF PARTIAL UNEMPLOYMENT -- UI A week in which an individual works less than regular full-time hours for his/her regular employer because of lack of work, and earns less than the amount normally paid for full-time weekly wage but more than the allowable earnings prescribed by the State unemployment compensation law, so that, if eligible, the individual received less than his/her full weekly benefit payment.

WEEK OF PART-TOTAL UNEMPLOYMENT -- UI A week of otherwise total unemployment in which an individual has odd jobs or subsidiary work with other than the individual's regular employer with earnings in excess of the allowable earnings prescribed by the State unemployment compensation law, so that, if eligible, the individual received less than his/her full weekly benefit payment.

WEEK OF TOTAL UNEMPLOYMENT -- UI A week in which an individual performs no work and earns no wages or has less than full-time work and earns not more than the allowable earnings prescribed in the State unemployment compensation law, so that, if eligible, the individual receives his/her full weekly benefit amount. (An exception may be the final payment when an individual's benefit balance would preclude payment of the full weekly benefit amount.)

WEEK OF UNEMPLOYMENT -- UI Any week during which an individual is totally, part-totally, or partially unemployed.

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WEEKLY BENEFIT AMOUNT — UI The amount payable to a claimant for a compensable week of total unemployment.

WEEKS CLAIMED — UI The weeks covered by intrastate continued claims and interstate cohtinued claims for which waiting period credit or payment of compensation is requested. A week for which excessive earnings are reported does not constitute a claim for a week of unemployment. However, when other deductible income exceeds the weekly benefit amount it is to be considered a week claimed.

WEEKS COMPENSATED — UI The number of weeks claimed which are actually paid.

WELFARE AGENCY — ES A public agency which provides financial assitance, child care, and similar services without charge to its participants.

WELFARE HEARING OFFICER — WIN The hearing officer designated by a welfare agency to hear and decide or make recommendations on issues relating to exemption or nonexemption from WIN registration.

WELFARE TAX CREDIT — WIN A tax credit available to employers of eligible AFDC recipients, including some WIN registrants, under the Tax Reduction Act of 1975.

WIN SPONSOR — WIN The State agency (such as the State employment service) or other public or nonprofit private agency which, through agreement with the RA, administers the WIN manpower program under Part C of Title IV of the Social Security Act at the State or local level.

WIN TAX CREDIT — WIN A tax credit available to eligible employers of WIN registrants under the Revenue Act of 1971.

*WORK EXPERIENCE, Job Corps — JC The opportunity for corpsmembers to apply specific vocational skills learned in Job Corps in an on-the-job situation, under the supervision of a public or private organization which normally employs persons in the corpsmember's trade.

*WORK EXPERIENCE (WE), WIN — WIN Unsalaried job training at a clearly defined, well-supervised worksite. As a step in his/her employability plan, a registrant has the opportunity to develop basic work habits, practice skills learned in classroom training, acquire on-the-job experience, or demonstrate skills to the prospective employer.

*See pages 21-24.

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